DOCUMENT RESUME

ED 158 081 08 CE 017 559

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TITLE	Multiple Learning Strategies Project. Graphics. EMI.
INSTITUTION	Ingham Intermediate School District, Mason, Mich. Capital Area Career Center.
SPONS AGENCY	Bureau of Occupational and Adult Education (DHEW/OE), Washington, D.C.
BUREAU NO	498AH60038
PUB DATE	Jan 78
GRANT	G007603808
NOTE	121p.; For related documents see CE 017 554-583
EDRS PRICE	MF-$0.83 HC-$6.01 Plus Postage.
DESCRIPTORS	*Educable Mentally Handicapped; *Graphic Arts; *Learning Activities; Learning Modules; *Special Education; *Vocational Education; Young Adults

ABSTRACT

This instructional package, designed for educable mentally impaired students, focuses on the vocational area of graphics. Contained in this document are nine learning modules organized into a finishing and bindery unit. Maintenance of a Challenge power cutter, operation of a hand electric stapler, and packaging with kraft paper are examples of module topics. Each module includes these elements: a performance objective page which tells the student what will be learned, what materials are needed, and what the student must do in the modules; and job steps pages written in a read (cognitive information), look (graphic illustrations of the task), do (student performs task) and check (student is evaluated by teacher) format. (This document is one of three sets of learning modules on graphics. The other two sets are written in formats designed for regular and low reader vocational students and for visually impaired students. The modules are part of a total set of over 1,300 written for different student populations. Building maintenance, dietetic assistant, small engine repair, and medical assistant are the other vocational fields covered. (JH)

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ED158081

CAPITAL AREA CAREER CENTER
Ingham Intermediate School District
611 Hagadorn Road
Mason, Michigan 48854

TO:

MULTIPLE LEARNING STRATEGIES PROJECT

GRAPHICS

EMI

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CE 017 559

graphics

unit: FINISHING AND BINDERY

capital area career center

module: 1401 14 007 1 **date:** JANUARY 1978 **level:** I

skill title: PADDING: PERFECT BINDING

developed & written by: ALAN STEINBERG

visuals by: MIKE SMITH

WORD GUIDE

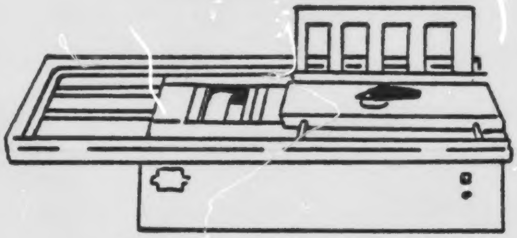
PERFECT BIND - A STRONG BIND OF A PILE OF PAPER.

PERFORMANCE OBJECTIVE

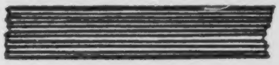
WHAT YOU WILL LEARN:

HOW TO "PERFECT BIND" PAPER WITH THE "BIND FAST" PERFECT BINDING SYSTEM.

WHAT YOU WILL NEED:



"BIND FAST" MACHINE



PAPER TO BIND (½"; 5½" x 4¼")

GLUE CHIPS

WHAT YOU MUST DO:

1. READ THIS MODULE.
2. GET ALL EQUIPMENT.
3. DO THE JOB STEPS TO SET UP THE "BIND FAST" AND MAKE A STRONG BIND ON A PILE OF PAPER.

"TURN THE PAGE"

READ: 1. TAKE ALL YOUR EQUIPMENT TO YOUR WORK AREA.

NOTE: HAVE SOMEONE HELP YOU MOVE THE "BIND FAST" INTO AN AREA WITH A LOT OF COUNTER SPACE.

LOOK:

DO: DO JOB STEP 1.

READ: 2. PLUG THE MACHINE INTO A 110 VOLT OUTLET.

LOOK:

DO: DO JOB STEP 2.

"TURN THE PAGE"

READ: 3. WHILE YOU LET THE MACHINE WARM UP FOR 15 MINUTES, GET A ½" PILE OF SCRAP PAPER (5½" X 4¼") AND YOUR BOX OF GLUE CHIPS.

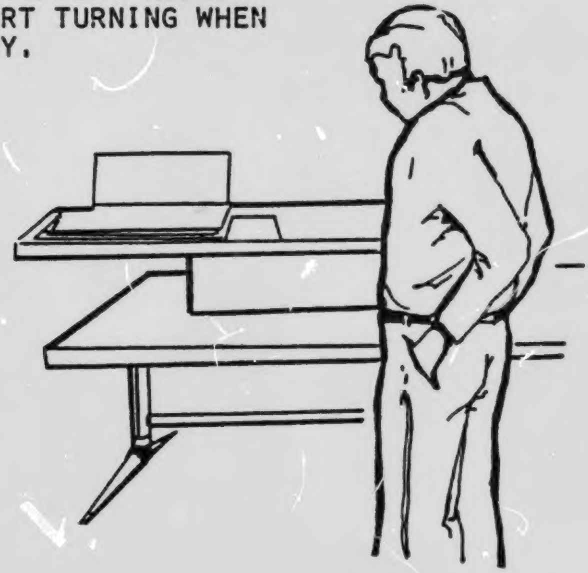
LOOK:

DO: DO JOB STEP 3.

READ: 4. CHECK TO SEE THAT THE BINDER IS READY.

NOTE: THE LARGE COATING ROLLER SHOULD START TURNING WHEN IT IS READY.

LOOK:



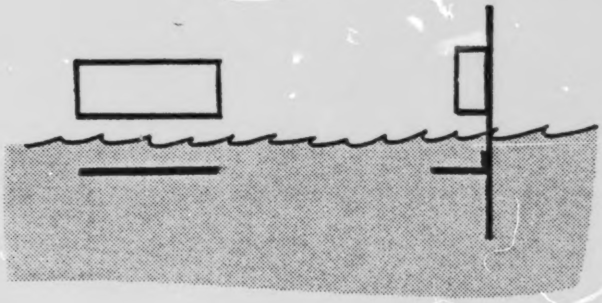
DO: DO JOB STEP 4.

CHECK: HAVE YOUR INSTRUCTOR HELP YOU CHECK THAT THE MACHINE IS READY.

"TURN THE PAGE"

READ: 5. CHECK THE GLUE LEVEL TO BE SURE THE LIQUID GLUE IS BETWEEN THE TWO METAL MARKERS OR TABS INSIDE THE GLUE POT (BETWEEN 2-3 CM DEEP).

LOOK:



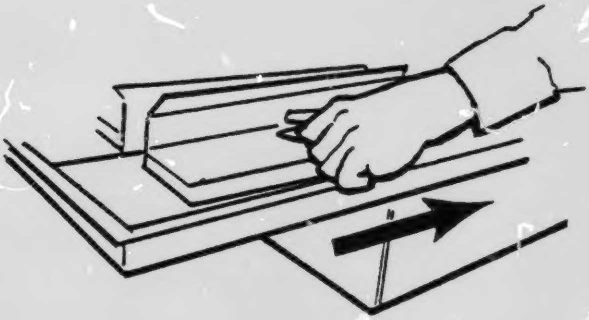
DO: Do JOB STEP 5.

WORD GUIDE

CARRIER - CARRIES PAPER OVER THE GLUE.

READ: 6. BY HAND, PULL CARRIER TO RIGHT-HAND STARTING POSITION.

LOOK:

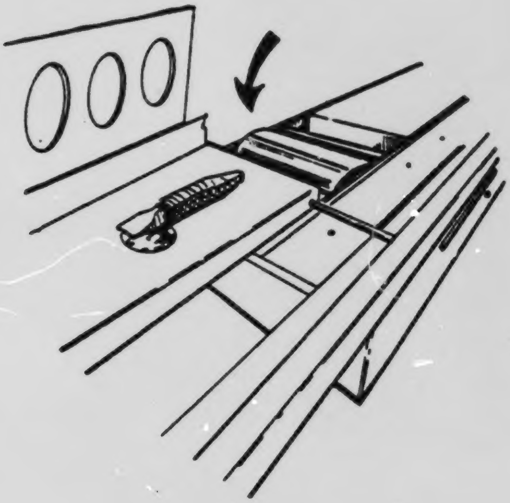


DO: Do JOB STEP 6.

"TURN THE PAGE"

READ: 7. Check to see that roller is turning freely, with an even coating of glue on it.

LOOK:



DO: Do job step 7.

CHECK: Ask your instructor to check to see that you have:

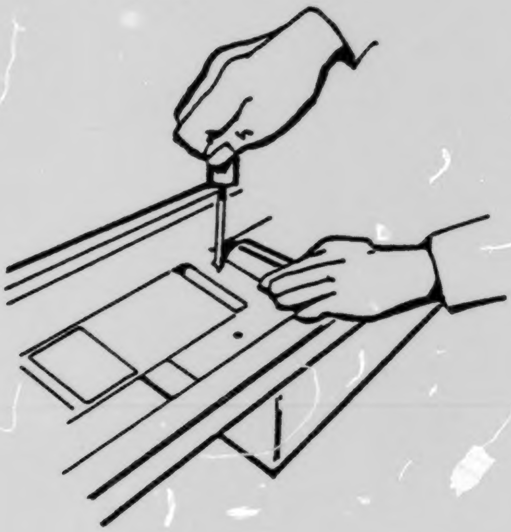
1. Plugged in machine.
2. Checked binder and glue level.
3. Pulled carrier to right-hand starting position.
4. Checked roller.

"Turn the page"

READ: 3. CHECK THE SCRAPER TO SEE IF IT IS SET RIGHT: THIN COATING FOR SMALL BOOKS (1/2 CM THICK) OR HEAVY COATING FOR THICK BOOKS (3 CM THICK).

NOTE: YOU CAN MOVE THE SCRAPER BY TURNING THE 2 PHILLIPS HEAD SCREWS BEHIND IT UNTIL THEY ARE LOOSE AND SLIDING THE PAPER.

LOOK:



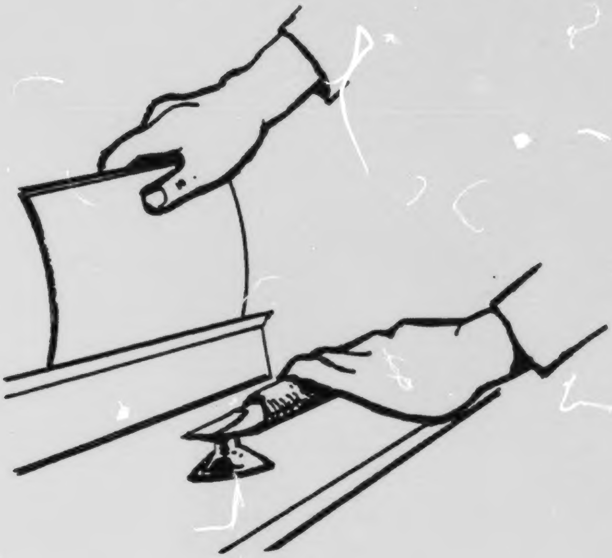
DO: DO JOB STEP 3.

CAUTION: MACHINE IS NOW VERY HOT: 150° C.

"TURN THE PAGE"

READ: 9. Open handle on carrier and place jogged pile of paper on left edge. Then close carrier.

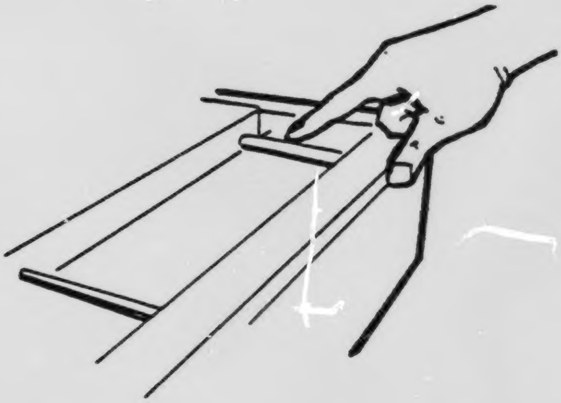
LOOK:



DO: Do job step 9.

READ: 10. Be sure the pile of paper is jogged square and then start to push carrier 1 cm toward the roller. When the carrier locks into the chain, let go of the carrier.

LOOK:



DO: Do job step 10.

CHECK: Ask your instructor to watch as you do job step 10.

"Turn the page"

READ: 11. Let the bind cool for 30 seconds. Do not touch it while it is still hot.

LOOK:

DO: Do job step 11.

READ: 12. Take out the bound book. Check to see if glue covers the whole edge neatly but do not open the book for at least 5 minutes (pages may fall out).

LOOK:

DO: Do job step 12.

"Turn the page"

READ: 13. CHECK TO SEE IF PILE HOLDS TOGETHER BY HOLDING IT BY ONE SHEET. IF NOT, YOU MUST DO THE BINDING OVER.

LOOK:

DO: DO JOB STEP 13.

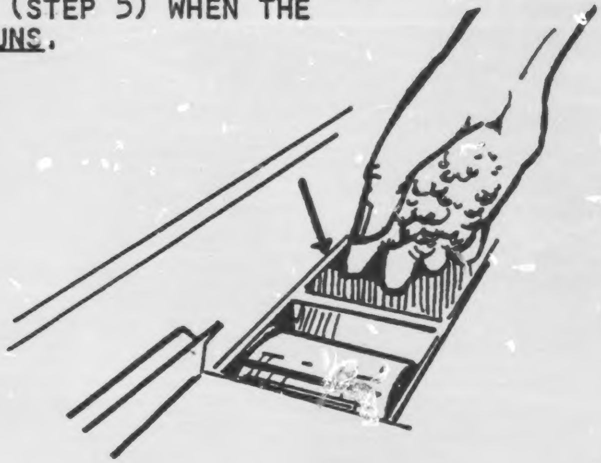
CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT YOU HAVE:

1. CHECKED SCRAPER.
2. PUT PAPER IN RIGHT.
3. PUSHED IN CARRIER 1 CM TOWARD ROLLER.
4. LET THE BIND COOL.
5. TAKEN OUT BOUND BOOK AND CHECKED IT.

"TURN THE PAGE"

READ: 14. To put more glue in glue pot, with care pour a small handful of square plastic chips into the glue pot. Always check pot level (step 5) when the machine runs.

LOOK:



DO: Do job step 14.

CHECK: Ask your instructor to watch, and help, as you do job steps 14 and 15.

READ: 15. If you can work the hand cutter, trim off the bind.

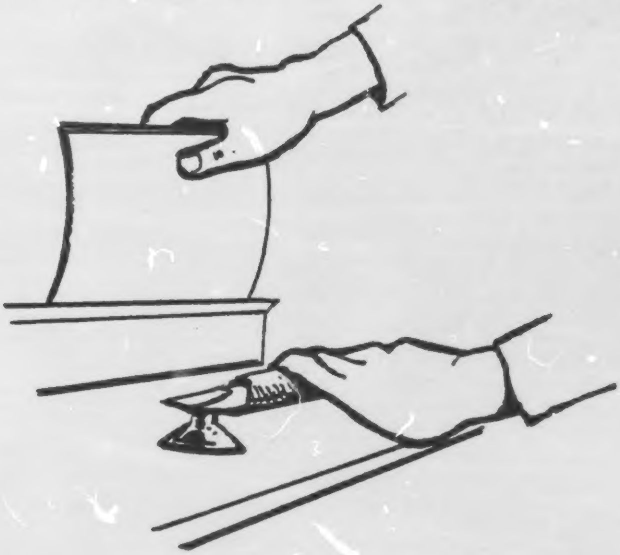
LOOK:

DO: Do job step 15, only if you know how to do it.

"Turn the page"

READ: 16. Do the bind again until you feel ready to do a job order.

LOOK:



DO: Do job step 16.

READ: 17. Unplug the machine and let it cool before you put it away. Clean up your area while machine cools.

LOOK:

DO: Do job step 17.

graphics

unit: FINISHING AND BINDERY

capital area career center

module: 1401 14 011 1 **date:** JANUARY 1978 **level:**

skill title: CUTTING: BASIC OPERATION, CHALLENGE POWER CUTTER

developed & written by: ALAN STEINBERG

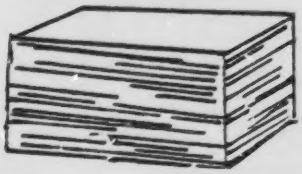
visuals by: BRUCE BENNETT

PERFORMANCE OBJECTIVE

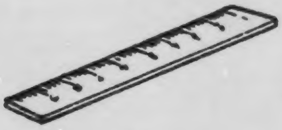
WHAT YOU WILL LEARN:

HOW TO CUT PAPER TO SIZE BY USING A CHALLENGE POWER PAPER CUTTER.

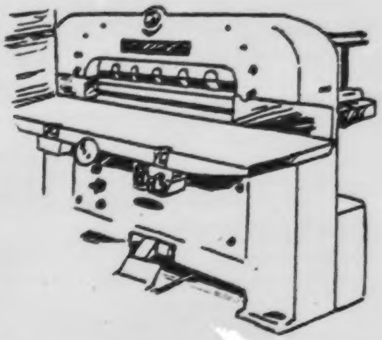
WHAT YOU WILL NEED:



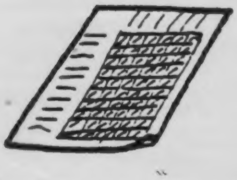
PRACTICE PAPER (100 SHEETS; 8½" x 11", WHITE 20#)



RULER
(WOODEN)



CHALLENGE POWER PAPER CUTTER



A JOB TO CUT TO SIZE

WHAT YOU MUST DO:

1. READ THIS MODULE.
2. GET ALL EQUIPMENT.
3. DO THE JOB STEPS FOR CUTTING PAPER TO SIZE WITH A CHALLENGE POWER PAPER CUTTER.

"TURN THE PAGE"

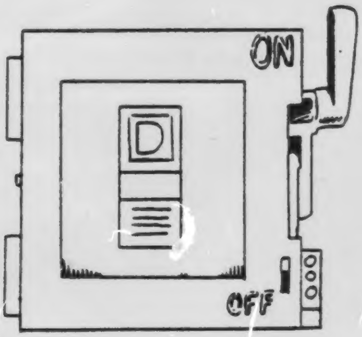
READ: 1. GET ALL MATERIALS AND GO TO YOUR WORK AREA.

LOOK:

DO: Do JOB STEP 1.

READ: 2. CHECK TO SEE THAT WALL ELECTRIC SWITCH IS ON.

LOOK:



DO: Do JOB STEP 2.

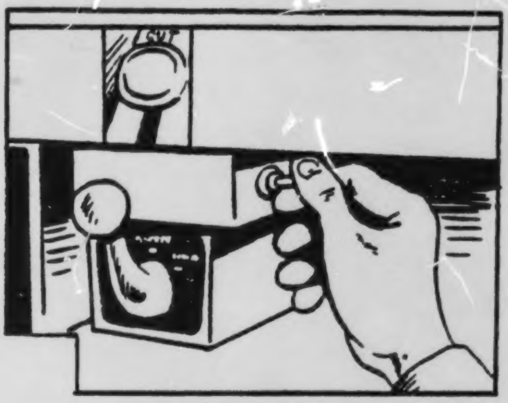
"TURN THE PAGE"

WORD GUIDE

LINE LIGHT - THIN BEAM OF LIGHT THAT SHOWN WHERE BLADE WILL CUT THE PAPER.

READ: 3. TURN ON THE LINE-LIGHT SWITCH.

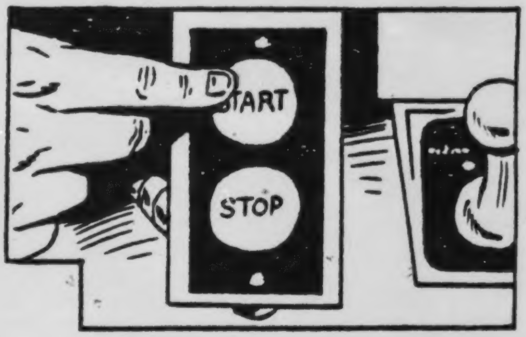
LOOK:



DO: Do JOB STEP 3.

READ: 4. TURN ON THE MACHINE POWER SWITCH.

LOOK:



DO: Do JOB STEP 4.

CAUTION: THIS IS NOT A TOY, BUT A FAST MACHINE. HANDLE IT WITH CARE.

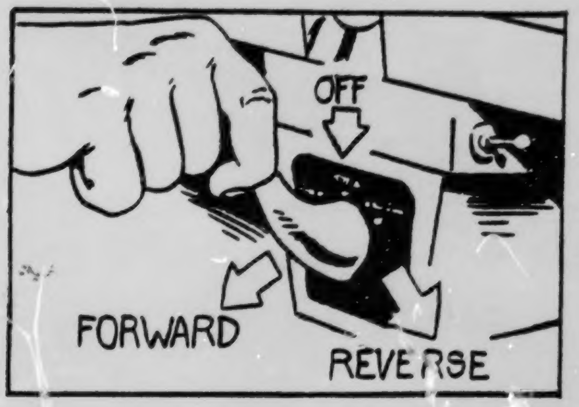
"TURN THE PAGE"

WORD GUIDE

FINE ADJUSTMENT KNOB - Lets you move back gauge and tape ruler to get the best cut.

READ: 5. Using back gauge switch, move back gauge back and forth.

LOOK:



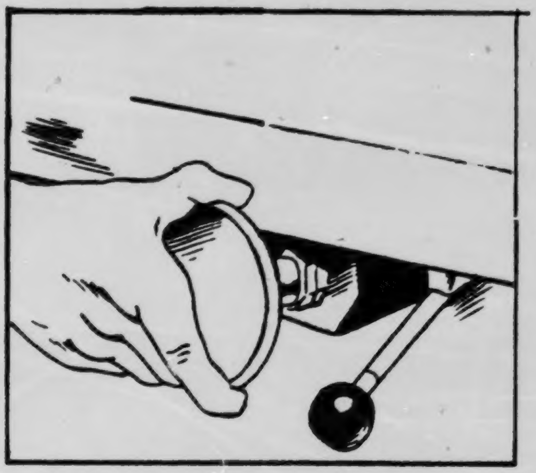
DO: Do job step 5.

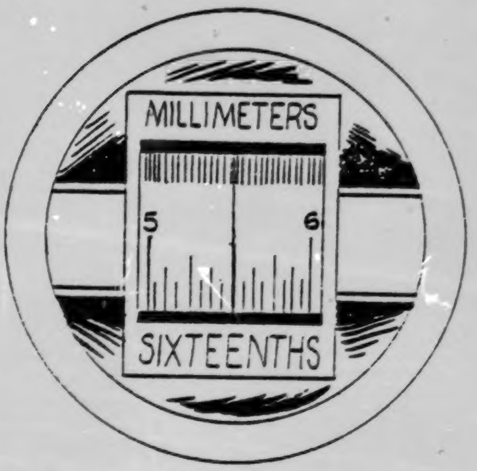
CHECK: Ask your instructor to check that you know how to:

1. Check wall switch.
2. Turn on line-light.
3. Turn on power switch.
4. Move back gauge.

READ: 6. Check movement of tape ruler with fine adjustment knob.

LOOK:



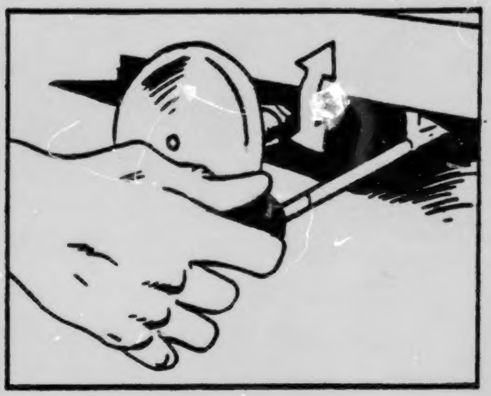


DO: Do job step 6.

"TURN THE PAGE"

READ: 7. CHECK THE MICRO LOCK TO SEE THAT IT LOCKS. DO NOT USE FORCE ON THIS LOCK.

LOOK:



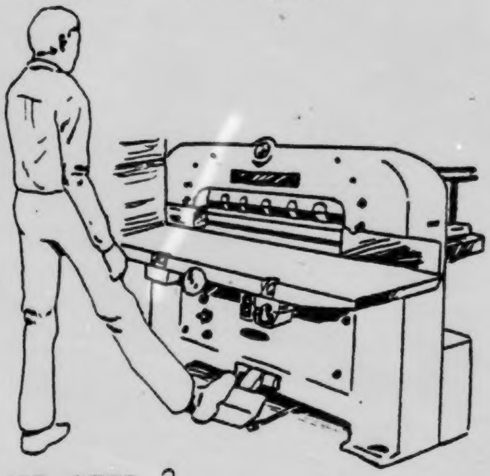
DO: DO JOB STEP 7.

CHECK: HAVE INSTRUCTOR CHECK YOUR WORK SO FAR, AND WATCH AS YOU DO JOB STEPS 8, 9, 10 AND 11.

CAUTION: IN THE NEXT STEP, KEEP YOUR HANDS OFF THE CUTTING TABLE. HANDLE THE POWER CLAMP WITH CARE.

READ: 8. CHECK THE POWER CLAMP BY PULLING UP ON FOOT PEDAL. THE CLAMP SHOULD COME DOWN.

LOOK:

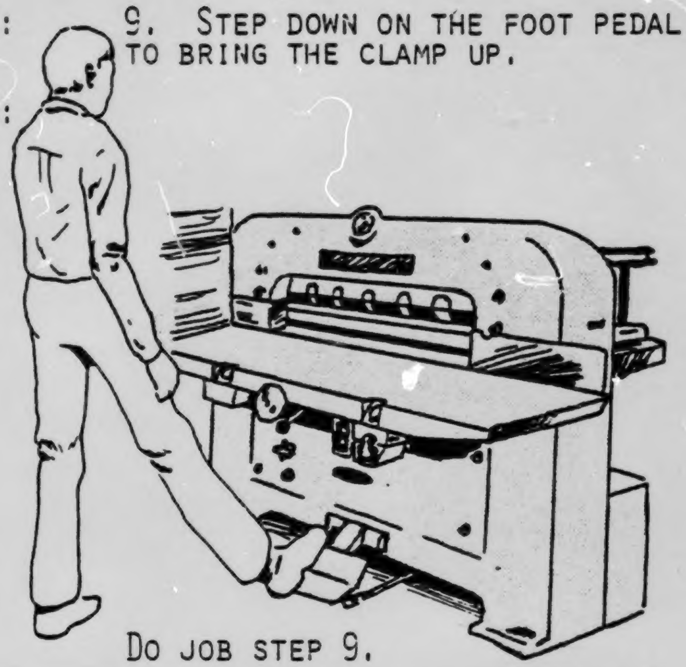


DO: DO JOB STEP 8.

"TURN THE PAGE"

READ: 9. STEP DOWN ON THE FOOT PEDAL TO BRING THE CLAMP UP.

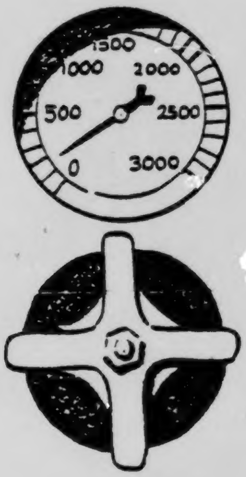
LOOK:



DO: Do JOB STEP 9.

READ: 10. CHECK THE POWER CLAMP PRESSURE GAUGE AS YOU MOVE THE POWER CLAMP UP AND DOWN AGAIN. THE GAUGE SHOULD READ: 150 PSI (POUNDS PER SQUARE INCH).

LOOK:



DO: Do JOB STEP 10.

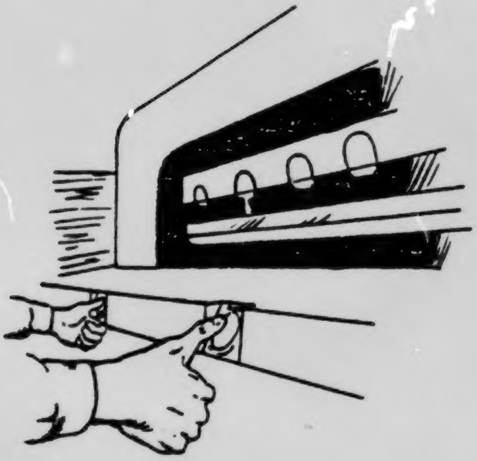
"TURN THE PAGE"

CAUTION: THE POWER BLADE IS SHARP ENOUGH TO CUT ANYTHING PUT UNDER IT. BE SURE THE ONLY THING TO BE CUT IS PAPER.

READ: 11. CHECK THE POWER BLADE BY PUTTING YOUR RIGHT THUMB ON THE RIGHT HAND BUTTON AND YOUR LEFT THUMB ON THE LEFT HAND BUTTON, AND PUSHING BOTH AT ONCE.

NOTE: KEEP YOUR HANDS ON THE BUTTONS UNTIL THE BLADE STOPS IN THE DOWN POSITION.

LOOK:

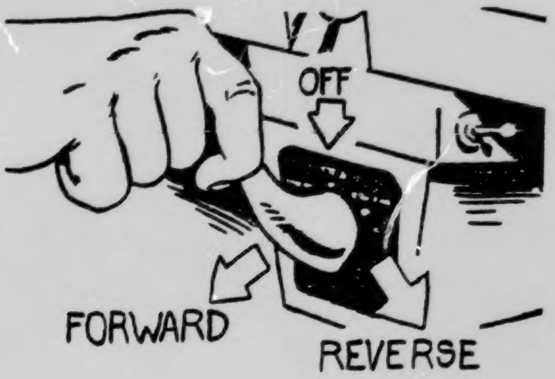


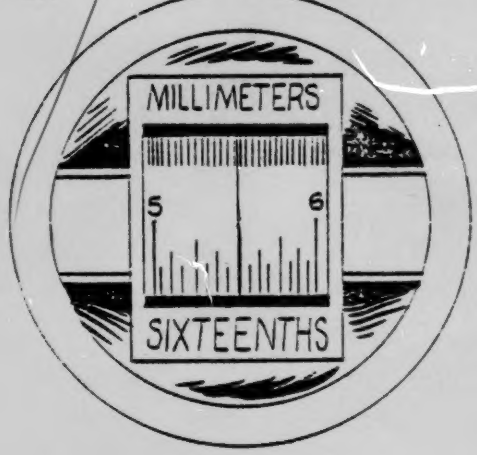
DO: DO JOB STEP 11.

"TURN THE PAGE"

READ: 12. SET BACK GAUGE TO CUT YOUR PAPER INTO TWO PILES OF 8½" X 5½" THE TAPE RULER MUST READ EXACTLY 5½" WHEN YOU CUT THE 11" WAY IN HALF.

LOOK:





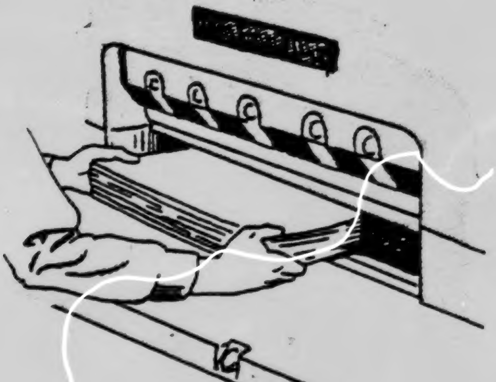
DO: Do JOB STEP 12.

WORD GUIDE

JOG - SHAKE THEM SO ALL EDGES LINE UP EVENLY.

READ: 13. JOG YOUR PILE OF PAPER AND PLACE IT IN CUTTER.

LOOK:



DO: Do JOB STEP 13.

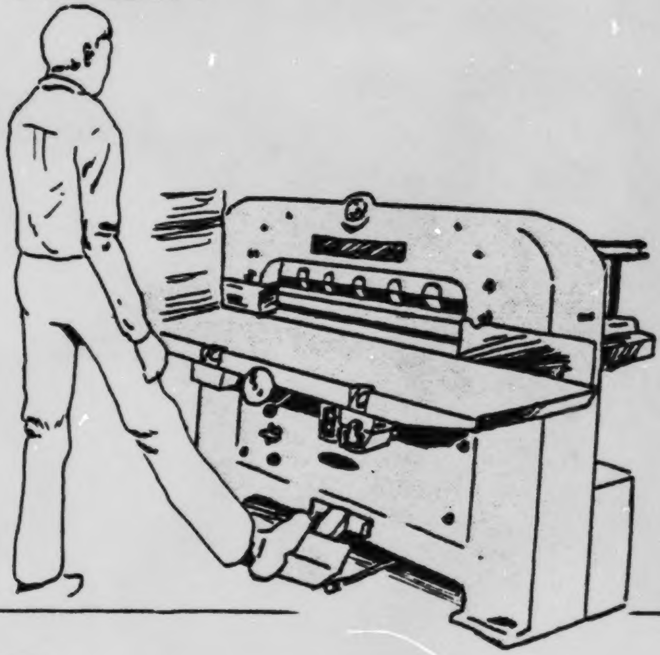
CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT YOU HAVE:

1. SET BACK GAUGE TO CUT PAPER.
2. JOGGED PAPER AND PUT IN IN CUTTER.

"TURN THE PAGE"

READ: 14. LOWER THE POWER CLAMP.

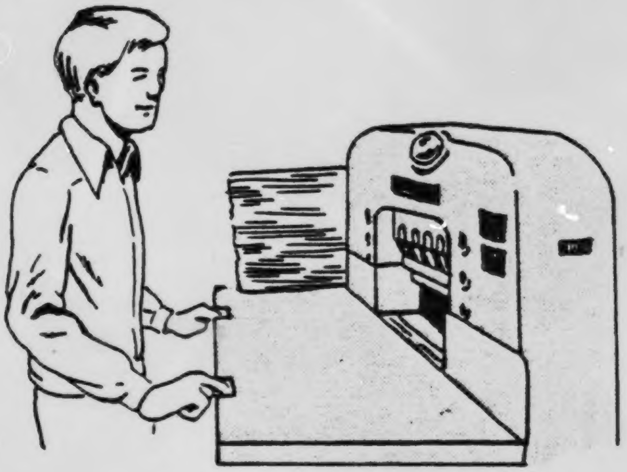
LOOK:



DO: DO JOB STEP 14.

READ: 15. CUT THE PAPER.

LOOK:



DO: DO JOB STEP 15.

"TURN THE PAGE"

READ: 16. TAKE OUT BOTH PILES AND CHECK THEM WITH THE RULER.

LOOK:

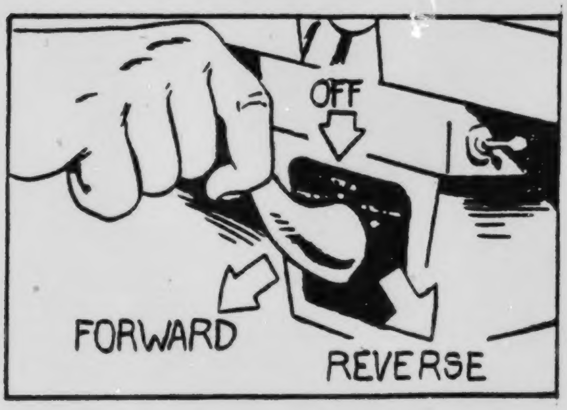
DO: DO JOB STEP 16.

CHECK: HAVE YOUR INSTRUCTOR CHECK YOUR WORK SO FAR.

READ: 17. DO JOB STEPS 12-16 AGAIN AND CUT YOUR STOCK IN HALF AGAIN, INTO 4¼" X 5½" PIECES.

NOTE: BE SURE TO STACK AND JOG THE 2 PILES TOGETHER BEFORE CUTTING. ALSO SET THE BACK GAUGE.

LOOK:

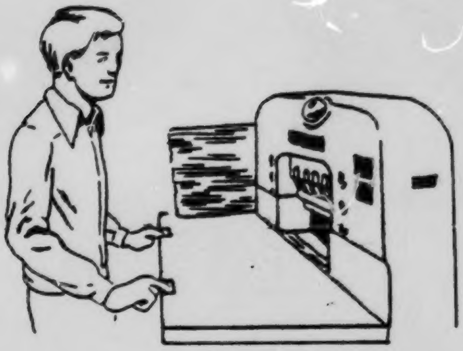


DO: DO JOB STEP 17.

"TURN THE PAGE"

READ: 18. CUT YOUR STOCK IN HALF AGAIN, TO 4¼" x 2 3/4" PIECES.

LOOK:

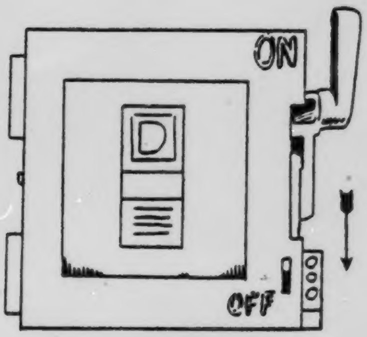


DO: DO JOB STEP 18

CHECK: HAVE INSTRUCTOR CHECK YOUR CUTTING. IF THEY ARE RIGHT, ASK FOR JOBS TO BE CUT.

READ: 19. WHEN DONE, TURN OFF MACHINE POWER, LINE LIGHT AND WALL LIGHT. ALWAYS THROW OUT ANY SCRAPS AND CHECK FLOOR AREA FOR PIECES.

LOOK:



DO: DO JOB STEP 19.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK AREA.

graphics

unit: FINISHING & BINDERY

capital area career center

module: 1401 14 013 1 **date:** JANUARY 1978 **level:** I

skill title: CUTTING - MAINTENANCE OF CHALLENGE POWER CUTTER

developed & written by: ALAN STEINBERG

visuals by: BRUCE BENNETT

WORD GUIDE

Putz Pomade - Cleaning compound.

Paste Wax - Like car polish, used to keep metal clean and safe.

PERFORMANCE OBJECTIVE

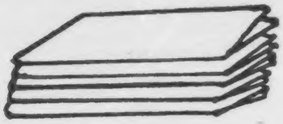
YOU ARE GOING TO LEARN:

How to keep a Challenge power cutter clean and in good working order.

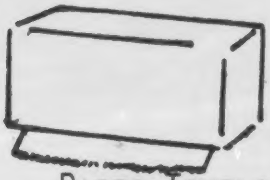
AND IN ORDER TO DO THIS YOU WILL NEED:

Putz Pomade

Paste Wax



Clean Rags



Paper Towels

WE WILL KNOW YOU CAN DO THIS WHEN:

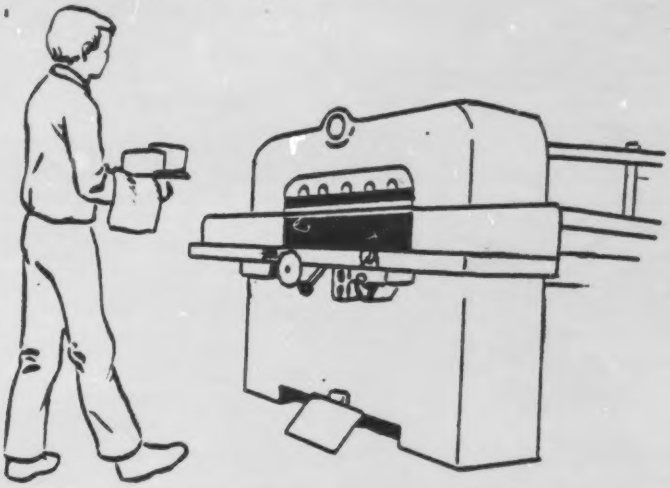
1. Read this module.
2. Get all materials.
3. Do job steps for cleaning the Challenge power cutter so the steel table is smooth and clear of dirt and wax.

"Turn the page

JOB STEPS

READ: 1. Take all materials to your work area.

LOOK:

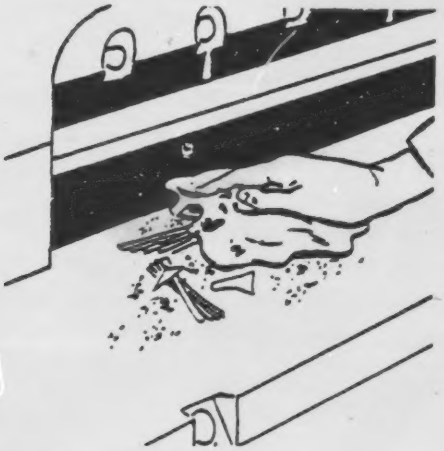


DO: Do job step 1.

CAUTION: Be sure power is off by checking switch in wall box.

READ: 2. Hold a rag with the rough edges down. Clean all loose dirt, paper and lint from the cutter table.

LOOK:



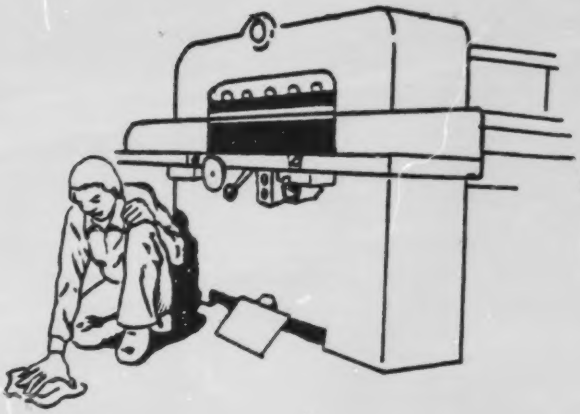
DO: Do job step 2.

"Turn the page"

READ: 3. CHECK FLOOR AROUND CUTTER FOR OIL. IF YOU SEE SOME, WIPE UP ALL OIL WITH PAPER TOWELS.

NOTE: IF YOU SEE A LOT OF OIL ON FLOOR, TELL INSTRUCTOR, EVEN THOUGH ALL MACHINES SHOULD DRIP SOME OIL.

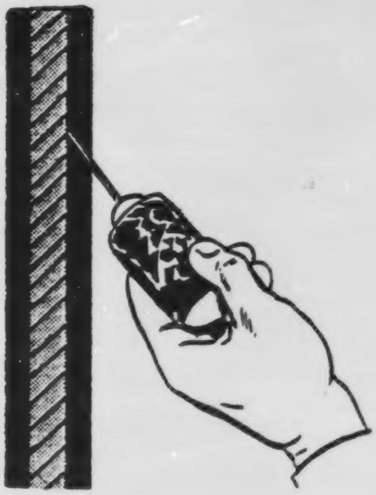
LOOK:



DO: DO JOB STEP 3.

READ: 4. PUT A DROP OF OIL FOR EVERY CENTIMETER ON THE LARGE WORM GEAR UNDER THE BACK TABLE.

LOOK:



DO: DO JOB STEP 4.

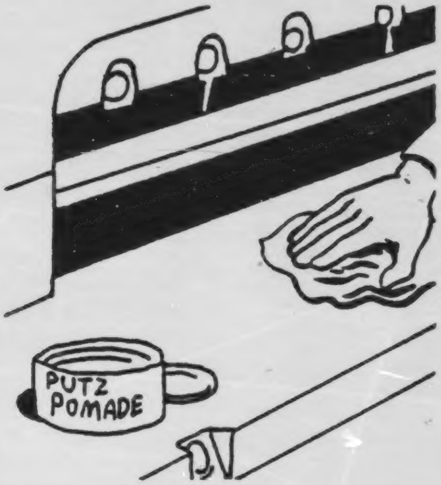
CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 3.

"TURN THE PAGE"

READ: 5. GET "PUTZ POMADE" AND READ LABEL. THEN, PUT A LITTLE ON A CORNER OF CLEAN RAG AND BEGIN CLEANING THE WHOLE FRONT TABLE.

NOTE: DO THIS AS YOU WOULD WHEN WAXING A CAR WITH PASTE WAX.

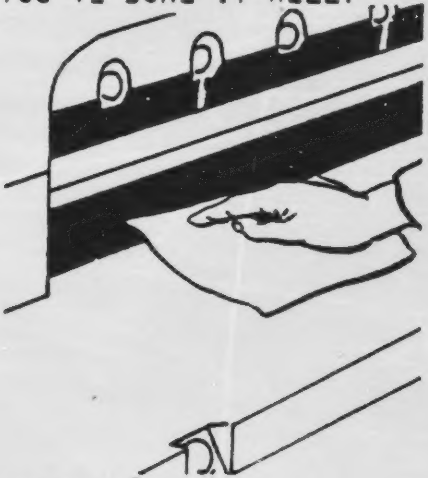
LOOK:



DO: DO JOB STEP 5.

READ: 6. WHEN FRONT IS CLEAN, RUB OFF ALL "PUTZ" WITH REST OF CLEAN RAG. THEN RUB CLEAN PIECE OF PAPER ON TABLE TO BE SURE YOU'VE DONE IT WELL.

LOOK:



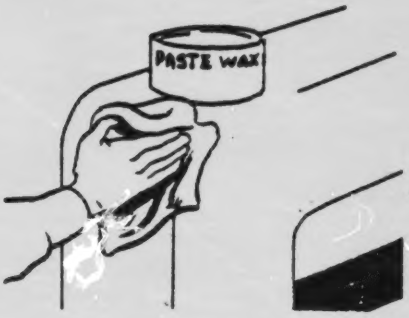
DO: DO JOB STEP 6.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK SO FAR.

"TURN THE PAGE"

READ: 7. RUB PASTE WAX ONTO METAL AREAS.

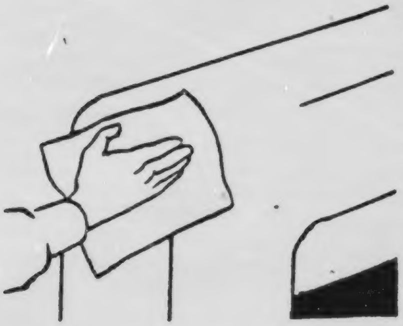
LOOK:



DO: DO JOB STEP 7.

READ: 8. TAKE OFF ALL EXTRA PASTE WAX WITH RAG AND CHECK AGAIN WITH CLEAN PAPER.

LOOK:



DO: DO JOB STEP 8.

CHECK: HAVE YOUR INSTRUCTOR CHECK YOUR WORK.

"TURN THE PAGE"

READ: 9. CLEAN AREA AND PUT CANS IN STORAGE AREA, RAGS IN DIRTY RAG CAN.

LOOK:

DO: DO JOB STEP 9.

> CAUTION: CHECK TO SEE THAT CUTTER IS CLEAR AND THEN TURN POWER BACK ON AT WALL BOX.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

graphics

unit: FINISHING AND BINDERY

capital area career center

module: 1401 14 014 1 **date:** JULY 1977 **level:** I

skill title: STAPLER: OPERATION AND MAINTENANCE OF A HAND OR ELECTRIC STAPLER

developed & written by: DEBORAH J. WHITE

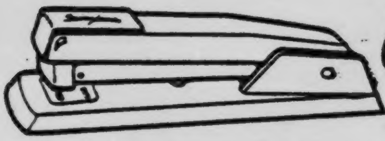
visuals by: CHUCK KNOCK

PERFORMANCE OBJECTIVE

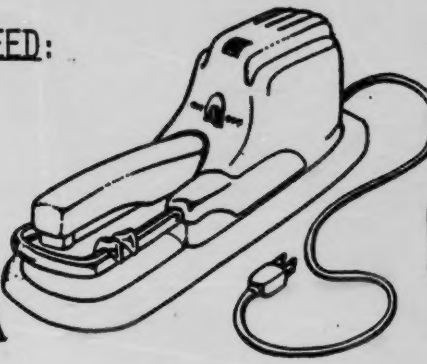
WHAT YOU WILL LEARN:

HOW TO OPERATE A HAND AND ALSO AN ELECTRIC STAPLER.

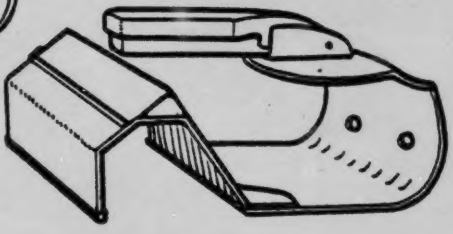
WHAT YOU WILL NEED:



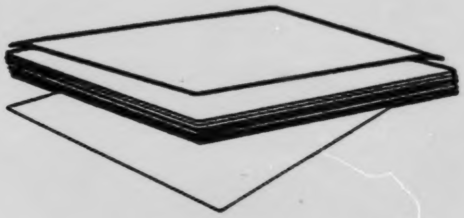
HAND STAPLER



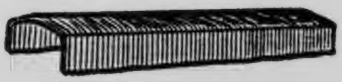
ELECTRIC STAPLER



SADDLE STAPLER



SCRAP PAPER (8 1/2" x 11")



STAPLES

WHAT YOU MUST DO:

1. READ THE MODULE.
2. GET YOUR EQUIPMENT.
3. DO THE JOB STEPS FOR OPERATING HAND AND ELECTRIC STAPLERS.

"TURN THE PAGE"

WORD GUIDE

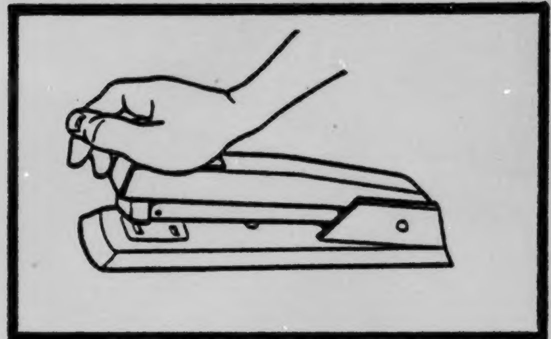
STAPLE - A BENT PIECE OF WIRE USED TO HOLD PAPER TOGETHER.

ANVIL - SURFACE ON WHICH YOU CAN BEND OR SHAPE.

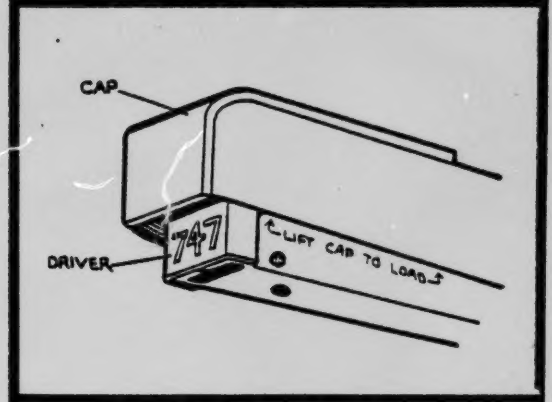
JOB STEPS

READ: LOOK:

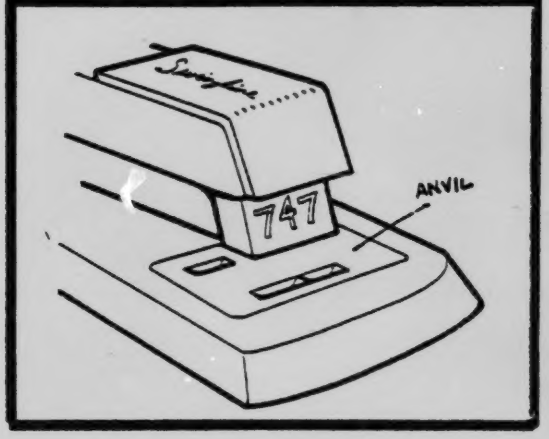
1. STUDY HOW A STAPLER WORKS:
   A. YOU PRESS DOWN THE CAP.



   B. THE CAP PUSHES A DRIVER THAT PUSHES A STAPLE THROUGH THE PAPER.



   C. THE STAPLE IS BENT ON THE ANVIL SO IT HOLDS THE PAPER TIGHTLY.



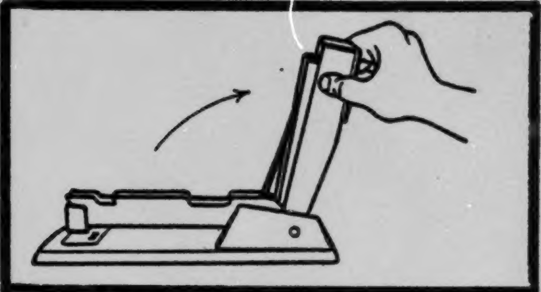
"TURN THE PAGE"

JOB STEPS

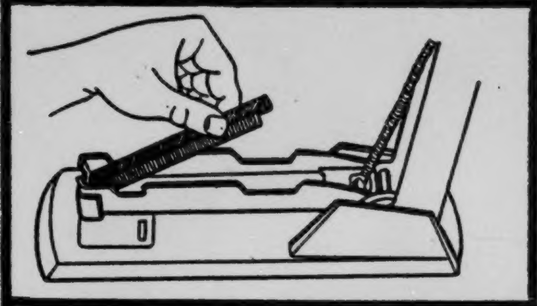
READ: LOOK:

2. STUDY THIS INFORMATION ON GETTING A STAPLER READY TO WORK:

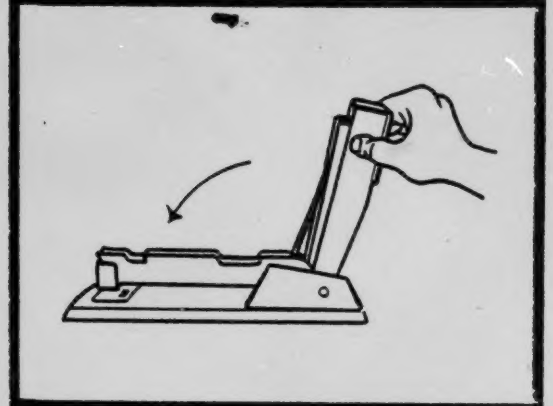
TO OPEN: LIFT CAP AND CHANNEL IS EXPOSED FOR LOADING. →



TO LOAD: DROP STAPLES INTO OPEN CHANNEL. →



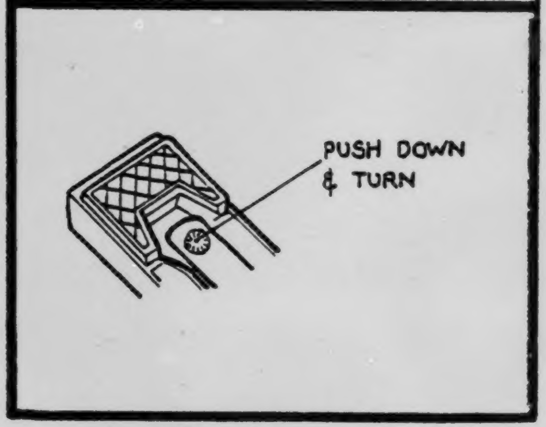
TO CLOSE: SWING HEAD BACK TO ITS ORIGINAL POSITION; IT LOCKS ITSELF. ↘



RED RELOAD DOT APPEARS WHEN STAPLE SUPPLY IS LOW.

FASTENING:

PUSH ANVIL UP FROM BOTTOM OF MACHINE TO ROTATE. →

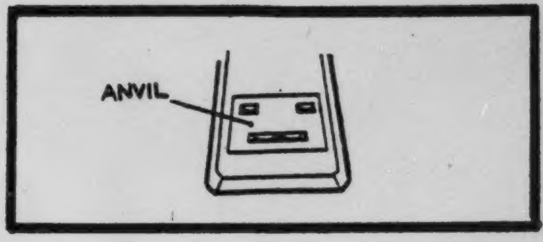


"TURN THE PAGE"

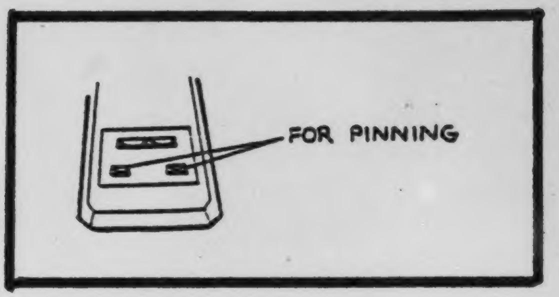
JOB STEPS

READ: LOOK:

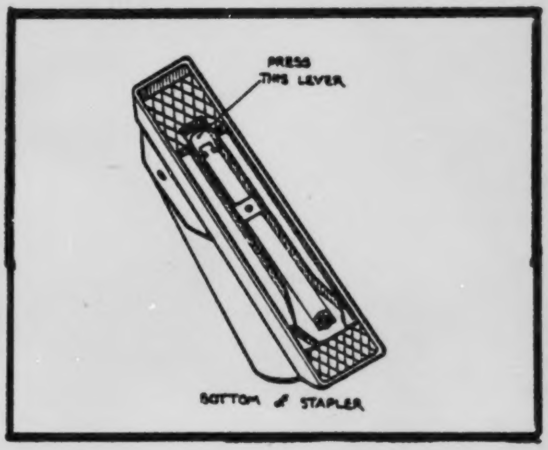
PERMANENT: ANVIL SHOULD BE POSITIONED WITH SINGLE INDENTATION FACING FRONT OF MACHINE.



TEMPORARY (PINNING): ANVIL SHOULD BE POSITIONED WITH DOUBLE INDENTATION FACING FRONT OF MACHINE.



TO TACK: PRESS LATCH UNDER BASE. THIS RELEASES ENTIRE HEAD WHICH MAY THEN BE SWUNG ALL THE WAY BACK FOR TACKING.



"TURN THE PAGE"

JOB STEPS

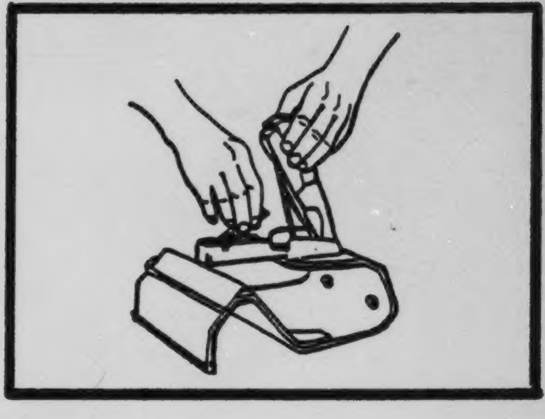
READ: LOOK:

3. STUDY THESE PICTURES AND DIRECTIONS ON THE SADDLE STAPLER:

TO LOAD: SIMPLY PULL HEAD UP; DROP STAPLES IN CHANNEL.

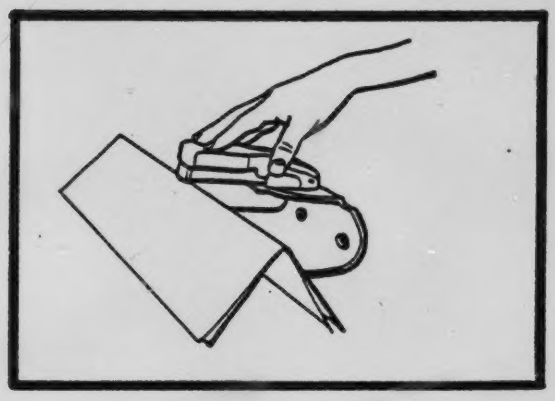
TO CLOSE: SWING HEAD FORWARD TO ORIGINAL CLOSED POSITION.

→



PLACE PAPER OVER ANVIL, PRESS HEAD DOWN TO STAPLE. FOR LONG RUNS, USE HANDY PAPER GUIDE TO STAPLE IN SAME AREA EACH TIME.

→



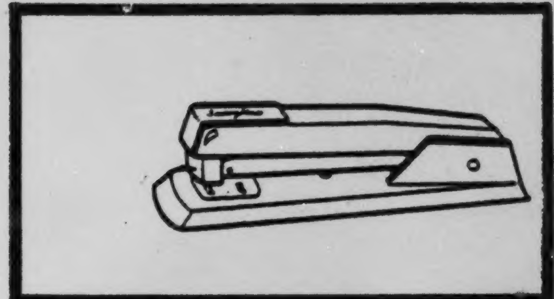
"TURN THE PAGE"

JOB STEPS

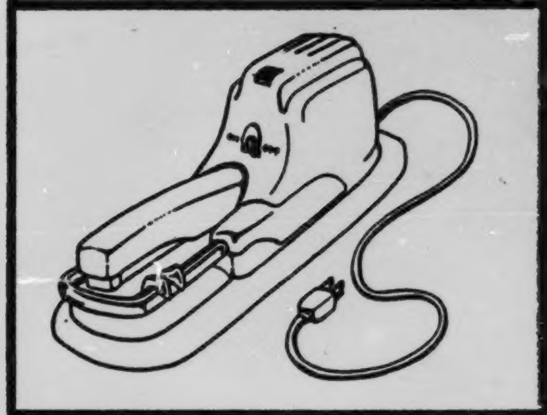
READ: LOOK:

4. Learn the 3 kinds of staplers:

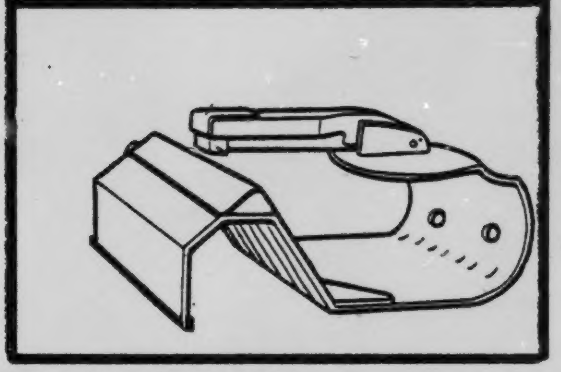
   1. Regular stapler.



   2. Electric stapler.



   3. Saddle stapler.



CHECK: Ask your instructor to check that you have:

1. Learned the parts of the stapler.
2. Studied the different models.
3. Read the instructions in steps 1-3.
4. Learned how to recognize the three kinds of staplers.

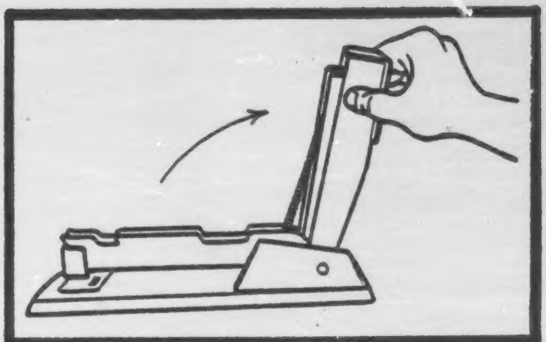
"Turn the page"

JOB STEPS

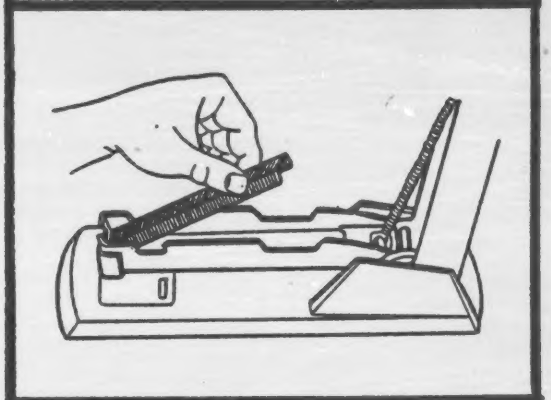
READ: LOOK:

5. PRACTICE WORKING A REGULAR STAPLER:

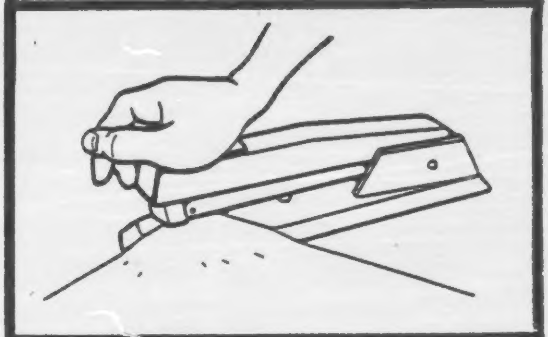
A. GET A REGULAR STAPLER AND OPEN THE CAP.



B. TAKE OUT THE STAPLES AND THEN RELOAD.

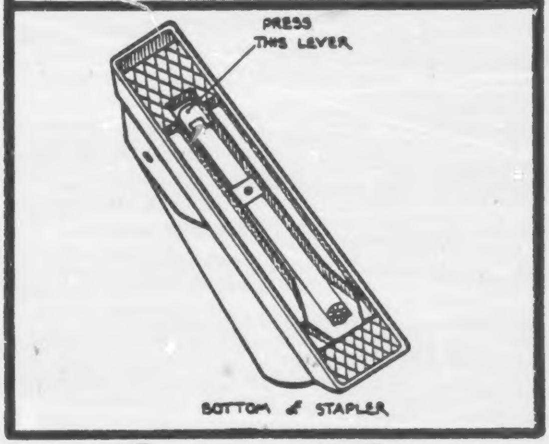


C. STAPLE FOUR SHEETS OF SCRAP PAPER.



6. PRACTICE TACKING:

A. OPEN THE HEAD.



"TURN THE PAGE"

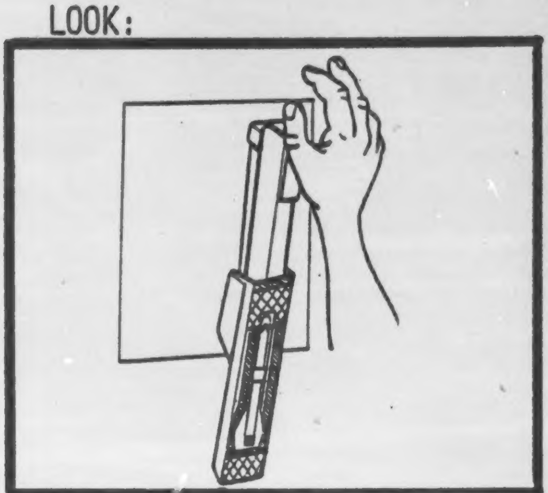
WORD GUIDE

TACK - To attach or pin something.

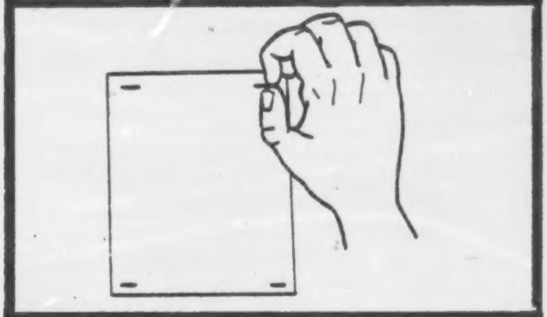
JOB STEPS

READ: LOOK:

B. Tack a sheet of paper to a bulletin board.

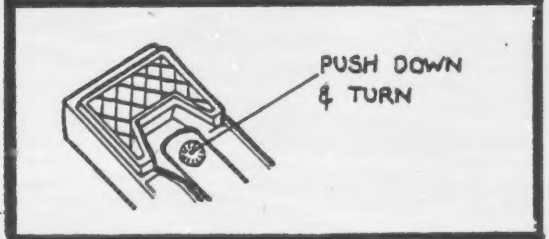


C. Take the paper off the bulletin board.

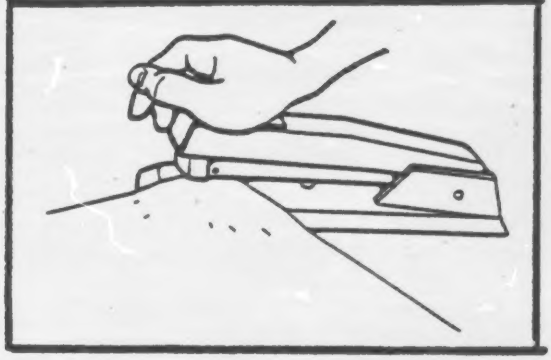


7. Practice pinning:

A. Turn the anvil around by pushing up from the bottom.



B. Pin some sheets of paper.



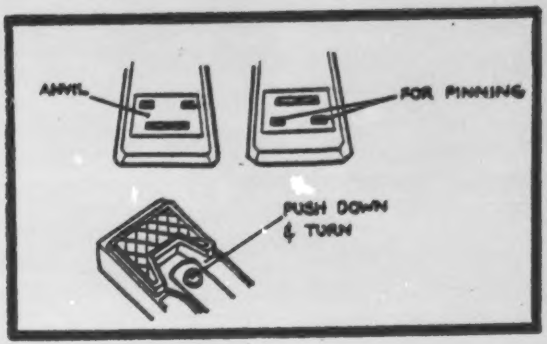
"TURN THE PAGE"

JOB STEPS

READ: LOOK:

C. RETURN THE ANVIL TO STAPLING POSITION (PUSH ANVIL UP FROM BOTTOM AGAIN).

→



CHECK: SHOW YOUR INSTRUCTOR THAT YOU HAVE:

1. PRACTICED WORKING A REGULAR STAPLER.
2. PRACTICED TACKING WITH A REGULAR STAPLER.
3. PRACTICED PINNING WITH A REGULAR STAPLER.

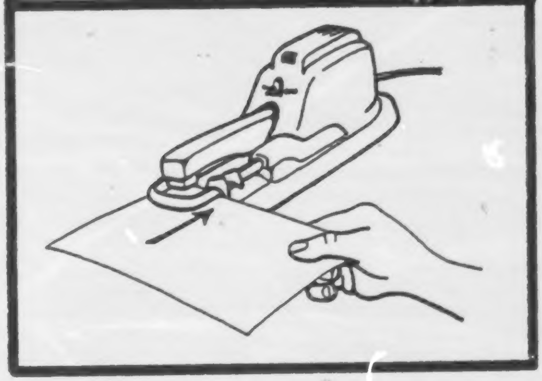
8. PRACTICE WORKING AN ELECTRIC STAPLER.

A. CHECK OUT AN ELECTRIC STAPLER AND PLUG IT IN.

→

B. STAPLE SOME SHEETS OF PAPER.

→

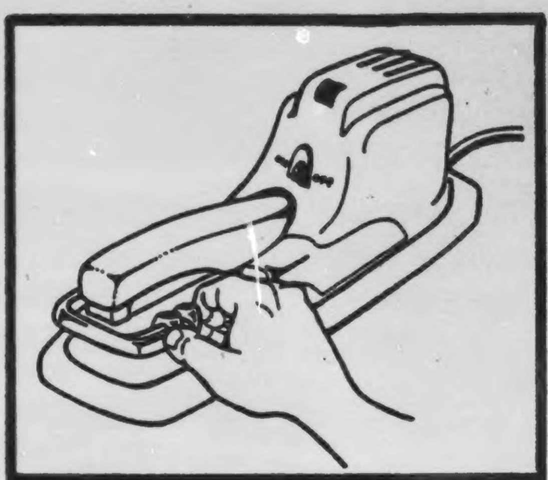


"TURN THE PAGE"

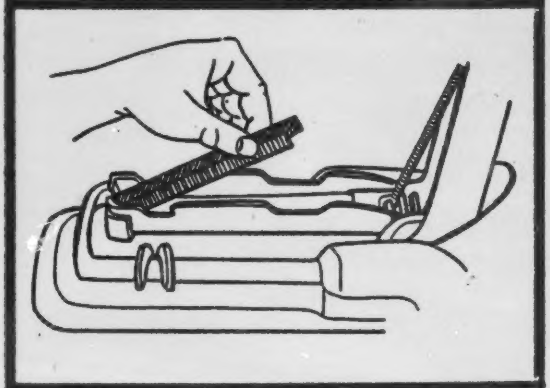
JOB STEPS

READ: LOOK:

C. CHANGE THE DEPTH AND THEN THE POSITION.

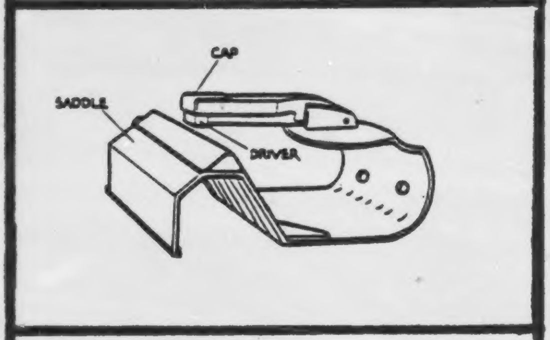


D. OPEN THE CAP, TAKE OUT THE STAPLES AND RELOAD.

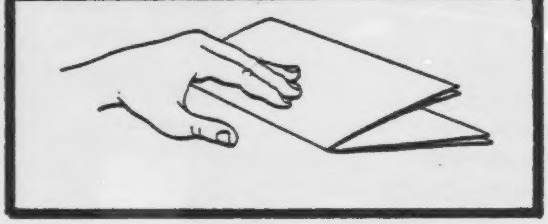


9. PRACTICE WORKING A SADDLE STAPLER.

   A. CHECK OUT THE SADDLE STAPLER.



   B. FOLD TOGETHER 4 SHEETS OF SCRAP PAPER.



"TURN THE PAGE"

WORD GUIDE

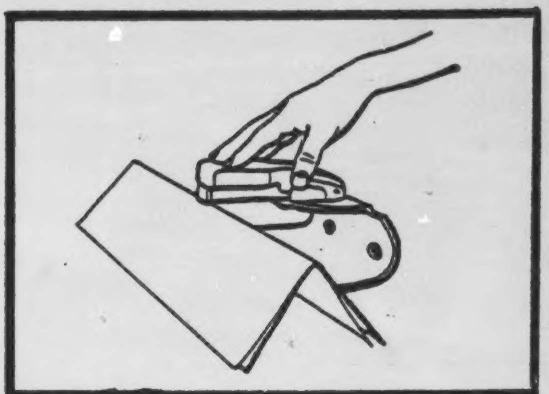
REMOVER - TO TAKE OUT.

JOB STEPS

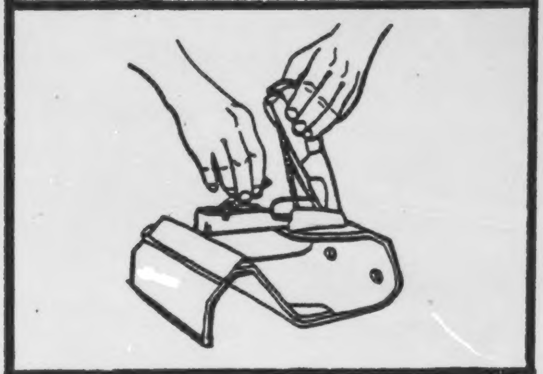
READ:

LOOK:

C. STAPLE TOGETHER THE SHEETS OF PAPER.



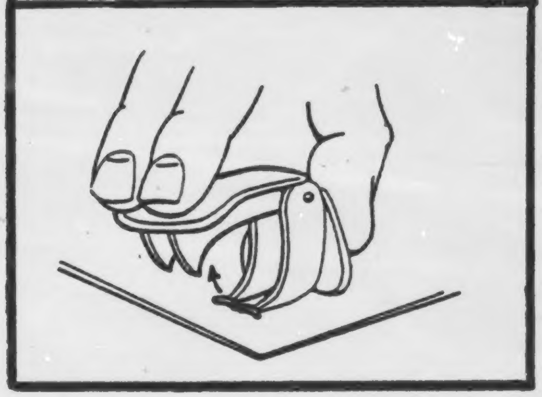
D. OPEN THE STAPLER, TAKE OUT THE STAPLES AND RELOAD.



10. THERE ARE 2 WAYS TO TAKE STAPLES OUT OF PAPER.

A. USE A STAPLE REMOVER:

1. BEND STRAIGHT THE FEET OF THE STAPLE.

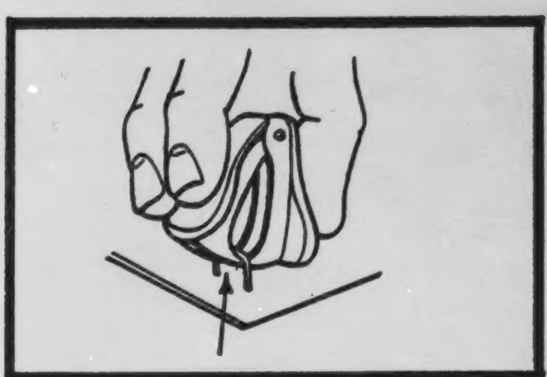


"TURN THE PAGE"

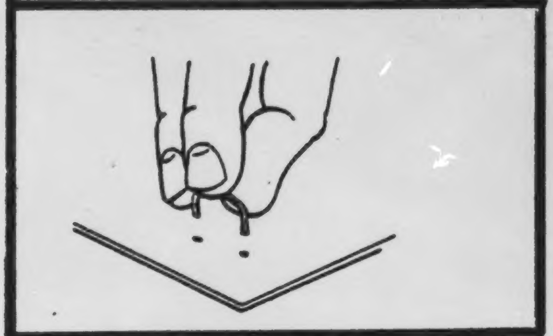
JOB STEPS

READ: LOOK:

2. PULL THE CROWN WITH THE STAPLE REMOVER. →

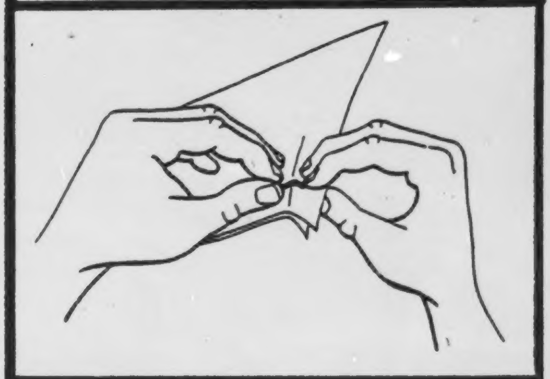


3. PULL THE STAPLE OUT OF THE PAPER. →

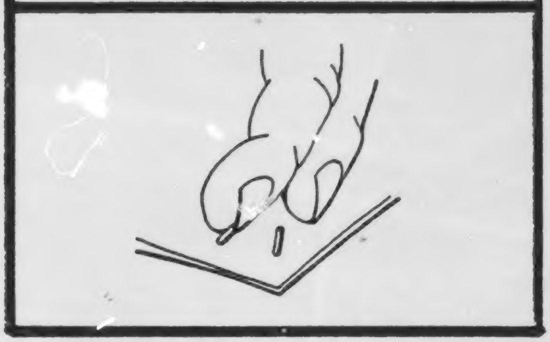


B. USE YOUR FINGERNAILS:

1. BEND THE CROWN INTO A "V" SHAPE. →



2. BEND OUT THE LEGS. →



3. PULL THE STAPLE OUT OF THE PAPER.

"TURN THE PAGE"

WORD GUIDE

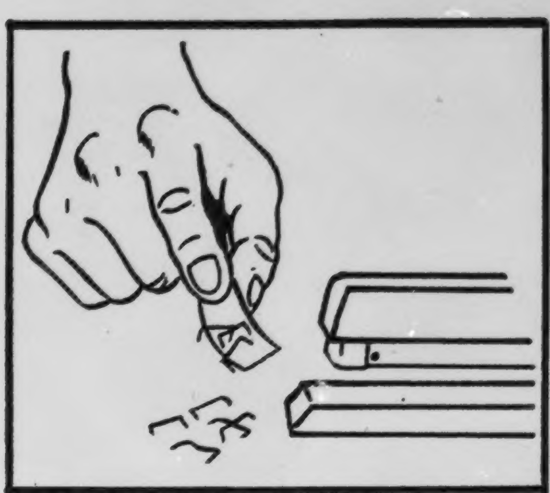
JAMMED - STUCK.

JOB STEPS

CHECK: SHOW YOUR INSTRUCTOR THAT YOU HAVE:

1. PRACTICED WITH AN ELECTRIC STAPLER.
2. PRACTICED WITH A SADDLE STAPLER.
3. LEARNED HOW TO TAKE STAPLES OUT OF PAPER.

11. CLEAN UP YOUR WORK AREA. (USE A PIECE OF TAPE TO PICK UP STAPLES).



12. ASK YOUR INSTRUCTOR HOW TO FIX A STAPLER WITH A SCREWDRIVER WHEN IT IS "JAMMED".

13. ASK YOUR INSTRUCTOR TO SHOW YOU HOW TO SHORTEN A LOOSE SPRING IN A STAPLER WITH LONG-NOSE PLIERS.

NOTE: WATCH YOUR INSTRUCTOR CAREFULLY AND REMEMBER KEEP YOUR STAPLER 1/2 FULL.

"TURN THE PAGE"

JOB STEPS

READD: LOOK:

CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT:

1. YOU HAVE CLEANED UP YOUR WORK AREA.
2. ASKED HOW TO FIX A "JAMMED" STAPLER.
3. ASKED HOW TO SHORTEN A LOOSE SPRING IN A STAPLER.

graphics

unit: FINISHING AND BINDERY

capital area career center

module: 1401 14 017 1 date: JULY 1977 level: II

skill title: DRILL: BASIC OPERATION OF A CHALLENGE POWER DRILL

developed & written by: DEBORAH J. WHITE

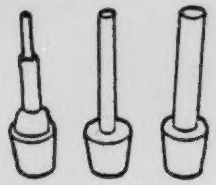
visuals by: MAX LITTLE

PERFORMANCE OBJECTIVE

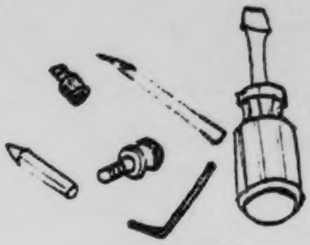
WHAT YOU WILL LEARN:

HOW TO USE A POWER PAPER DRILL TO MAKE HOLES.

WHAT YOU WILL NEED:

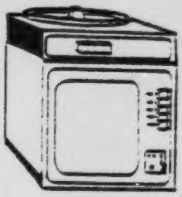


DRILL BITS
1/8"
1/4"
3/8"

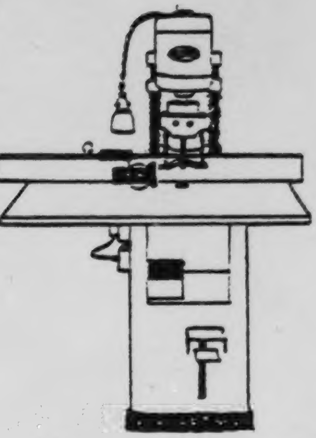


BASIC TOOLS

PRACTICE PAPER PADS
(4" x 5")



SLIDE/TAPE
PRESENTATION



CHALLENGE POWER
PAPER DRILL

WHAT YOU MUST DO:

1. READ THE MODULE.
2. GET YOUR EQUIPMENT.
3. DO THE JOB STEPS FOR OPERATING THE POWER DRILL.

"TURN THE PAGE"

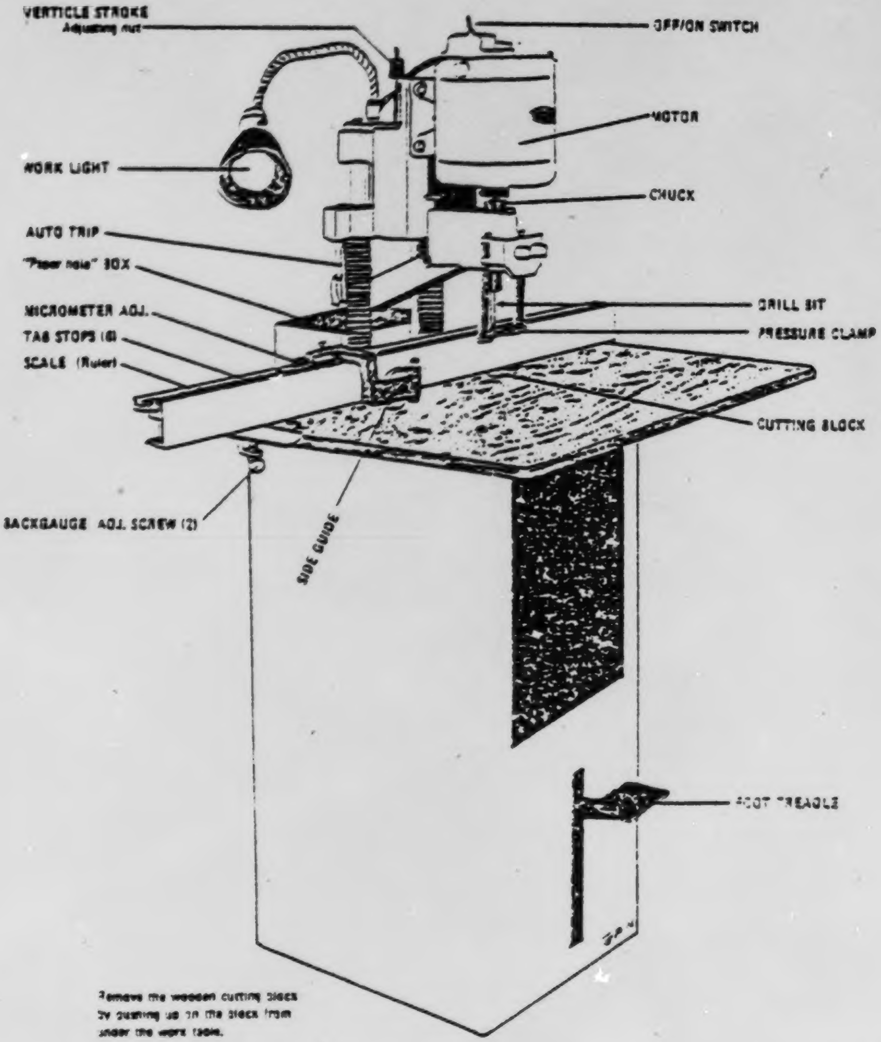
WORD GUIDE

→ SPINDLE - DRILL

JOB STEPS

READ: 1. LEARN THE PARTS OF THE CHALLENGE POWER DRILL IN THE PICTURE BELOW.

LOOK:



Remove the wooden cutting block by pushing up on the block from under the work table.

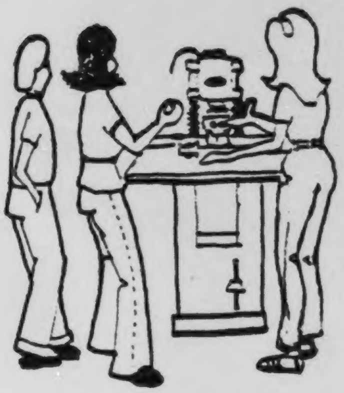
DO: Do JOB STEP 1

CHECK: TELL YOUR INSTRUCTOR THE NAMES OF PARTS ON THE CHALLENGE POWER DRILL.

"TURN THE PAGE"

READ: 2. WATCH ADVANCED STUDENTS AS THEY USE THE CHALLENGE POWER DRILL FOR 1 HOUR.

LOOK:

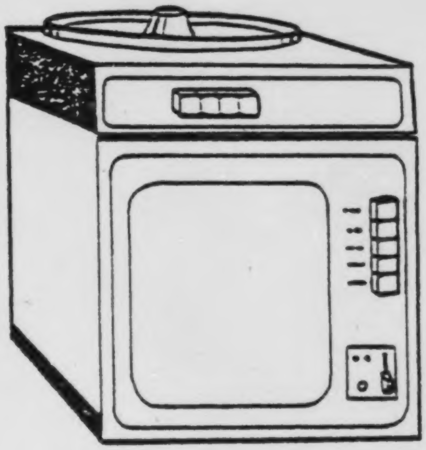


DO: Do JOB STEP 2.

CHECK: ASK QUESTIONS TO HELP YOU LEARN HOW EACH PART WORKS.

READ: 3. WATCH THE SLIDE/TAPE PRESENTATION: #1401 14 017, POWER DRILL OPERATION.

LOOK:



DO: Do JOB STEP 3.

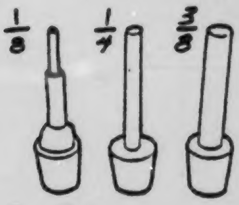
CHECK:

"TURN THE PAGE"

READ: 4. GET YOUR EQUIPMENT: TAKE IT TO YOUR WORK AREA NEAR THE POWER DRILL.

LOOK:

6 SCRATCH PADS
(4" x 5")
5 MM THICK



3 DRILL BITS
1/8"
1/4"
3/8"

DRILL DRIFT

ALLEN WRENCH

DO: DO JOB STEP 4

CHECK: ASK YOUR INSTRUCTOR TO SEE THAT YOU HAVE ALL YOUR EQUIPMENT.

"TURN THE PAGE"

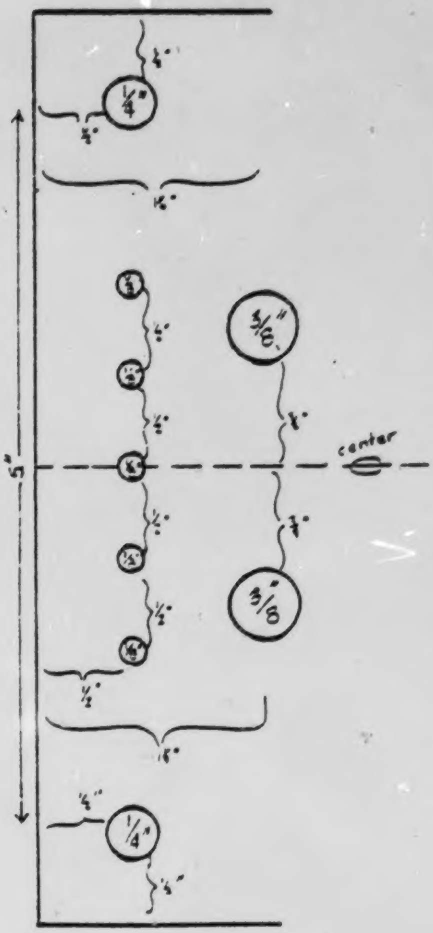
WORD GUIDE

PROJECT - JOB; WORK DONE

READ: 5. LOOK AT COPY A. THIS WILL BE YOUR FIRST DRILLING PROJECT.

LOOK:

COPY A:

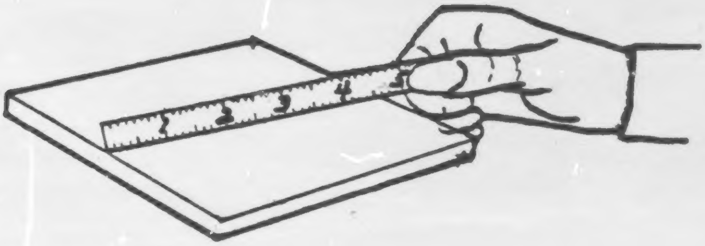


DO: DO JOB STEP 5

"TURN THE PAGE"

READ: 6. USING A METAL RULER, MEASURE YOUR PADS. THEY MUST BE EXACTLY 4" x 5".

LOOK:

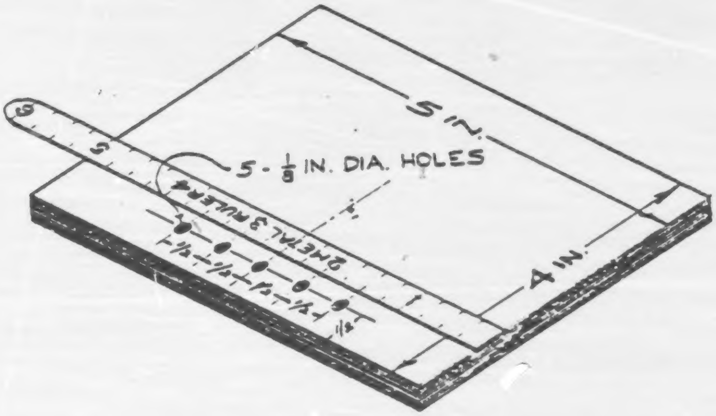


DO: DO JOB STEP 6.

CHECK: IF YOUR PADS ARE NOT THE RIGHT SIZE, ASK YOUR INSTRUCTOR FOR 4"x5" PADS.

READ: 7. STUDY WHERE YOU WILL BE DRILLING 5 HOLES:
FIVE 1/8" HOLES, 1/2" APART,
1/2" FROM THE SIDE, WITH THE
CENTER HOLE CENTERED ON THE
5" WAY.

LOOK:



DO: DO JOB STEP 7.

"TURN THE PAGE"

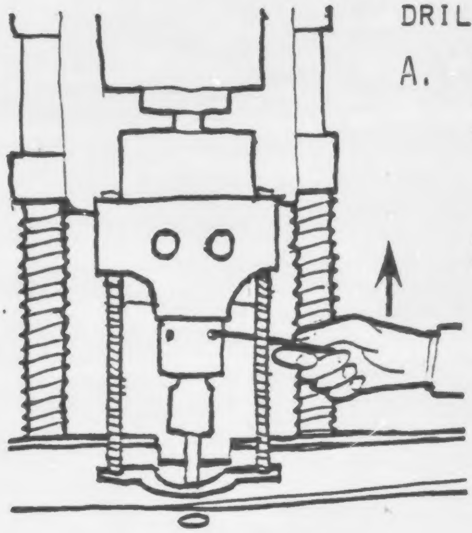
WORD GUIDE

TAPERED - THINNED, SLANTED
"SNUGLY" - TIGHTLY
INSERT - PUT IN

READ: 8. CHECK TO SEE THAT THE 1/8" DRILL BIT IS IN PLACE.

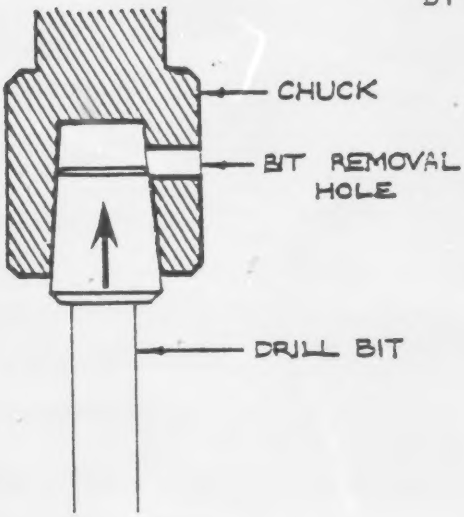
A. TO REMOVE A DRILL BIT:
1. PUT THE DRILL DRIFT IN THE HOLE IN THE CHUCK.
2. PULL UP UNTIL THE BIT COMES LOOSE

LOOK:



B. TO INSERT A DRILL BIT:
1. SLIDE THE TAPERED DRILL BASE INTO THE CHUCK. IT SHOULD FIT "SNUGLY".
2. THE DOWNWARD DRILLING PRESSURE WILL LOCK THE BIT IN PLACE.

LOOK:



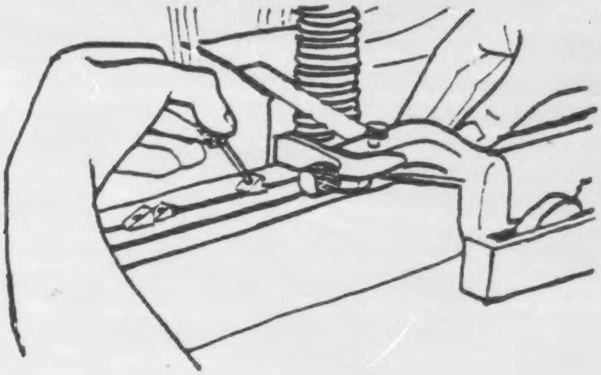
DO: DO JOB STEP 8 AND REPLACE THE DRILL BIT, IF NEEDED.
CHECK: ASK AN ADVANCED STUDENT TO WATCH YOU.

"TURN THE PAGE"

WORD GUIDE
VERTICAL- DOWN; DOWNWARD

READ: 9. SET THE FEED TAB STOPS FOR COPY A, JOB STEP 7.

LOOK:

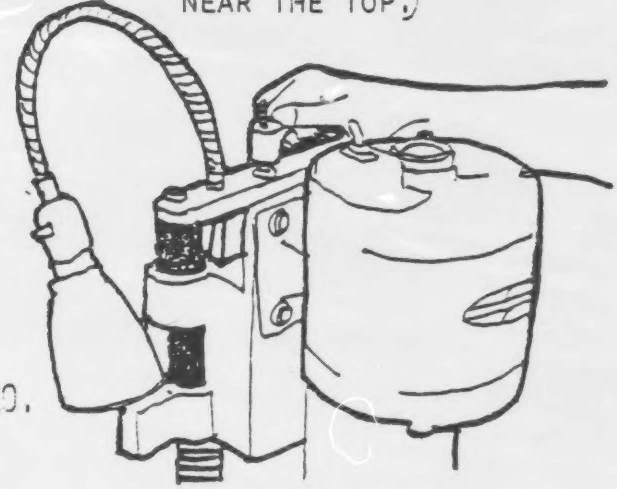


DO: Do JOB STEP 9

CHECK: ASK YOUR INSTRUCTOR TO CHECK WHERE YOU HAVE SET THE FEED TAB STOPS.

READ: 10. ADJUST THE VERTICAL STROKE. (THE VERTICAL STROKE ADJUSTMENT NUT IN THE BACK NEAR THE TOP.)

LOOK:



DO: Do JOB STEP 10.

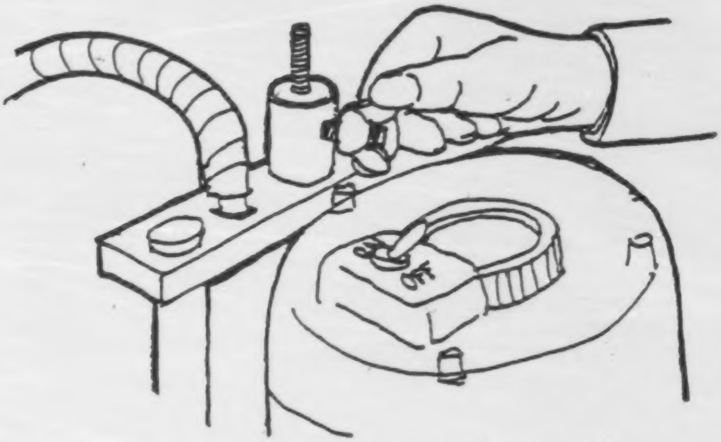
"TURN THE PAGE"

WORD GUIDE

CHIPBOARD - GREY THICK HEAVY PAPER TO PROTECT THE WOOD CUTTING BLOCK OF THE POWER DRILL

READ: 11. LOCK THE THUMBSCREW ON THE ADJUSTING NUT SO THAT THE LOWEST POSITION OF THE DRILL BIT IS JUST CUTTING INTO THE CHIPBOARD (ABOUT 1 MM ABOVE THE WOOD CUTTING BLOCK.

LOOK:



DO: DO JOB STEP 11.

CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT THE VERTICAL STROKE IS SET AND THE THUMBSCREW IS LOCKED

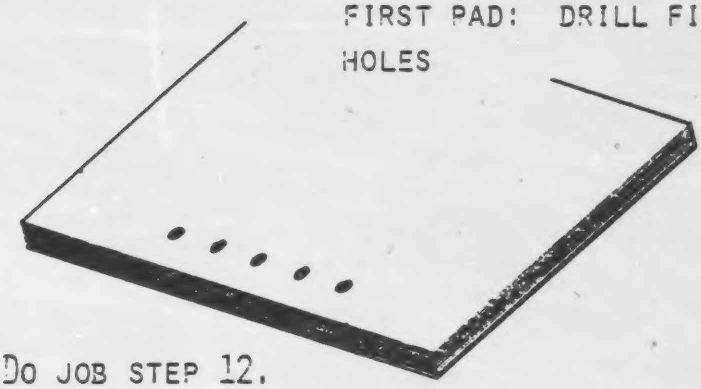
"TURN THE PAGE"

WORD GUIDE

ADJUSTMENTS - CHANGES

READAD: 12. YOU ARE READY TO DRILL YOUR FIRST PAD: DRILL FIVE 1/8" HOLES

LOOK:

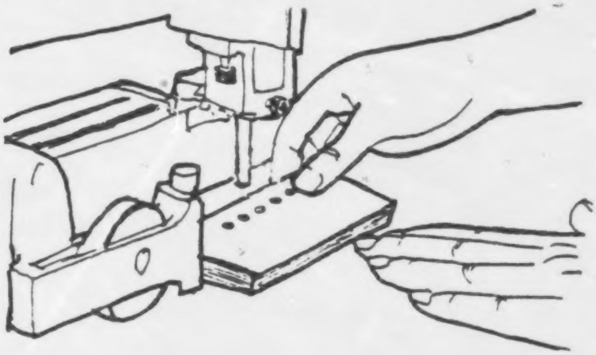


DO: Do job step 12.

CHECK: Check your work. Measure to the center of the holes. Fold one sheet of paper to see if the holes match. Ask your instructor to check your work and make any change needed on the drill.

READ: 13. Drill all of your pads the same way. You can do 2 pads at once.
NOTE: Be sure to hold the pad in the corner, against the side guide & backguage

LOOK:



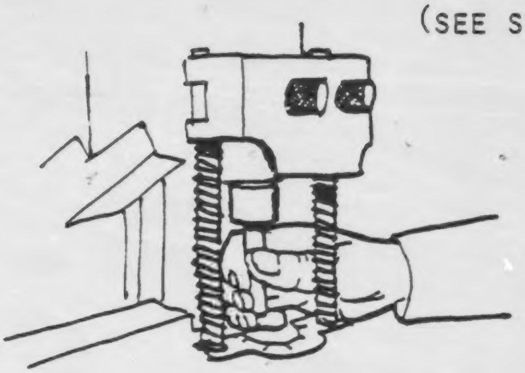
DO: Do job step 13

CHECK: Stack your 6 pads. You should be able to see through the holes. Ask your instructor to check.

"Turn the page"

READ: 14. CHANGE TO A 1/4" DRILL BIT (SEE STEP 8).

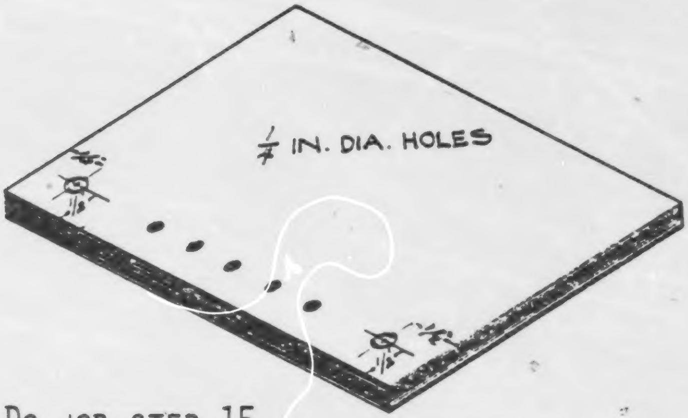
LOOK:



DO: DO JOB STEP 14 LIKE YOU DID JOB STEP 8.

READ: 15. SET THE DRILL FOR TWO 1/4" HOLES, 1/2" FROM THE SIDE, AND 1/2" FROM EACH END

LOOK:

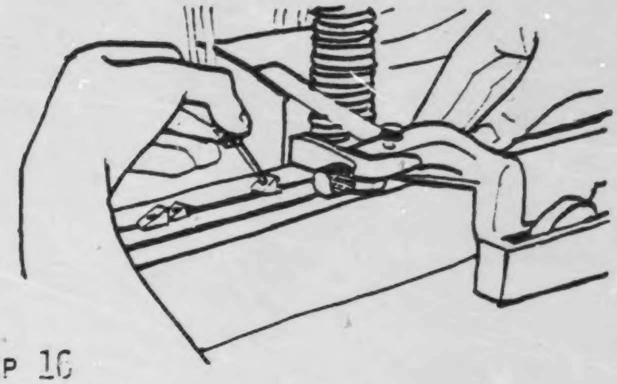


DO: DO JOB STEP 15

"TURN THE PAGE"

READ: 16. SET THE FEED TAB STOPS FOR THE 1/4" HOLES.

LOOK:

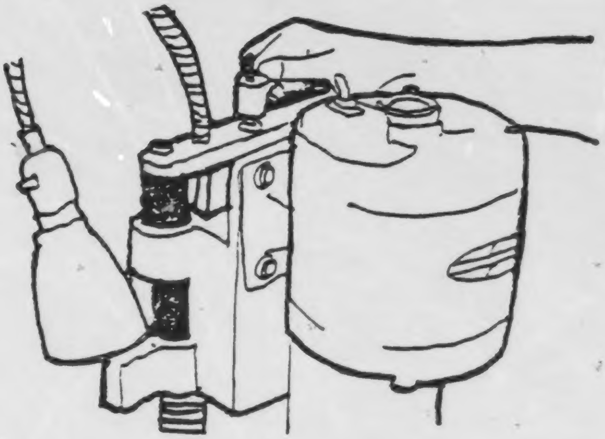


DO: Do JOB STEP 16

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR DRILL AND FEED TAB STOPS.

READ: 17. ADJUST THE VERTICAL STROKE
(SEE JOB STEPS 10 & 11)

LOOK:



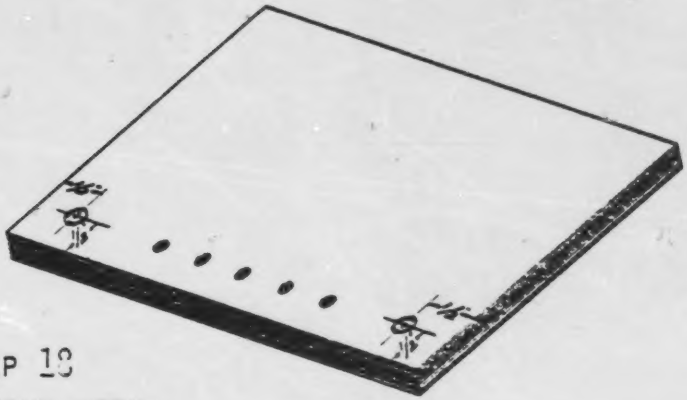
DO: Do JOB STEP 17.

CHECK: HAVE YOUR INSTRUCTOR CHECK YOUR SETTING.

"TURN THE PAGE"

READ: 18. DRILL 2 HOLES -- ONE ON EACH END OF THE PAD: 1/4" HOLES, EXACTLY 1/2" FROM THE SIDE, AND 1/2" IN FROM THE END.

LOOK:



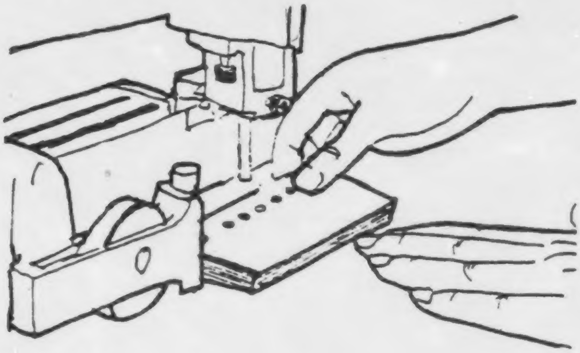
DO: Do JOB STEP 18

CHECK: To CHECK YOUR WORK:

A. FOLD A SHEET IN HALF TO SEE IF THE HOLES MATCH.
B. MEASURE TO THE CENTER OF THE HOLES.
C. ASK YOUR INSTRUCTOR TO CHECK YOUR WORK AND TO MAKE CHANGES NEEDED ON THE DRILL.

READ: 19. DRILL ALL OF YOUR PADS THE SAME WAY (YOU CAN DRILL 2 PADS AT ONCE).

LOOK:



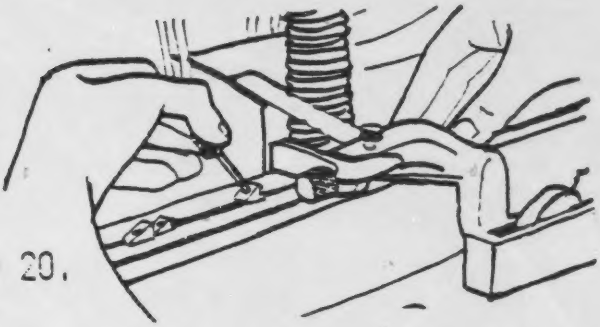
DO: Do JOB STEP 19.

CHECK: STACK YOUR 6 PADS; YOU SHOULD BE ABLE TO SEE THROUGH ALL HOLES. IF YOU CAN'T, SEE YOUR INSTRUCTOR.

"TURN THE PAGE"

READ: 20. NOW SET THE FEED TAB STOPS FOR TWO 1/4" HOLES EXACTLY 1 1/4" FROM THE SIDE, AND 1/2" IN FROM EACH END.

LOOK:

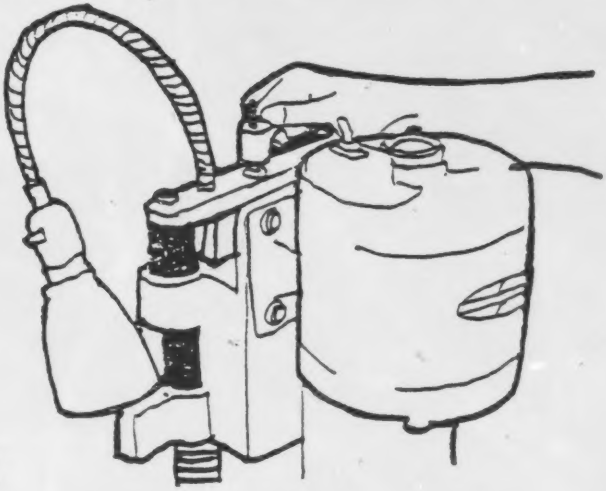


DO: Do JOB STEP 20.

CHECK: ASK YOUR INSTRUCTOR TO HELP YOU SET THE FEED TAB STOPS FOR THE 1/4" HOLES IN COPY A (SEE JOB STEP 5, PAGE 6).

READ: 21. ADJUST THE VERTICAL STROKE

LOOK:



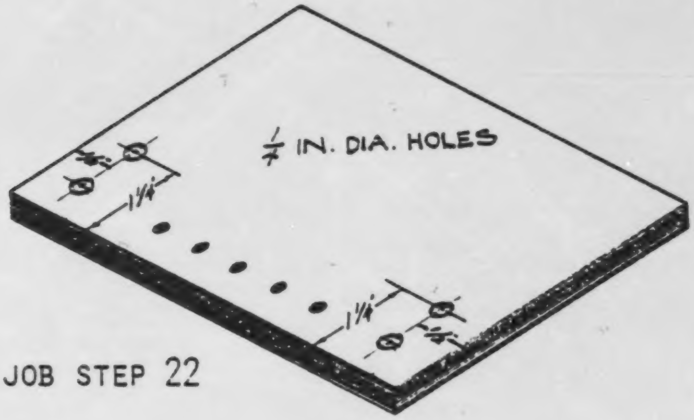
DO: Do JOB STEP 21

CHECK: ASK YOUR INSTRUCTOR TO CHECK VERTICAL STROKE SETTINGS.

"TURN THE PAGE"

READ: 22. DRILL 2 HOLES IN ONE PAD -- ONE IN EACH END: 1/4" HOLES EXACTLY 1 1/4" FROM THE SIDE, AND 1/2" IN FROM THE ENDS.

LOOK:



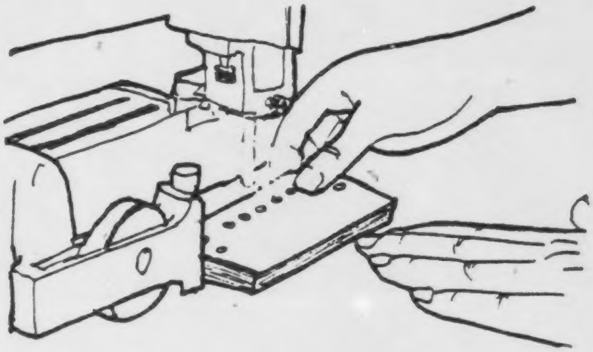
DO: Do JOB STEP 22

CHECK: CHECK YOUR WORK:

A. FOLD A SHEET TO SEE IF THE HOLES MATCH.
B. MEASURE TO THE CENTER OF THE HOLES.
C. ASK YOUR INSTRUCTOR TO CHECK YOUR WORK AND TO MAKE NEEDED CHANGES.

READ: 23. DRILL ALL PADS THE SAME WAY.

LOOK:



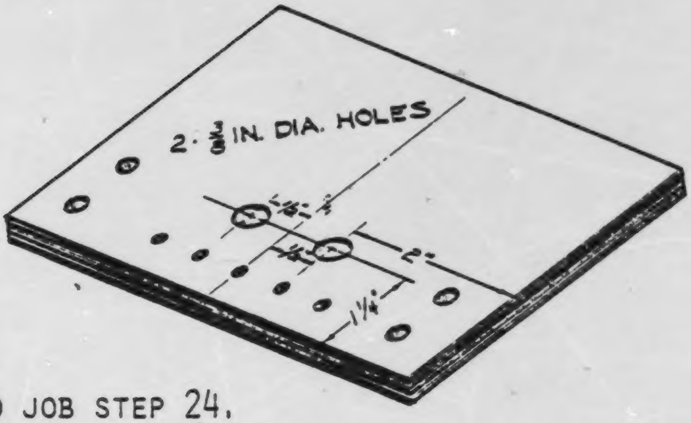
DO: Do JOB STEP 23.

CHECK: STACK YOUR PADS; YOU SHOULD BE ABLE TO SEE THROUGH ALL HOLES. IF YOU CAN'T, SEE YOUR INSTRUCTOR.

"TURN THE PAGE"

READ: 24. SET THE FEED TAB STOPS TO DRILL TWO 3/8" HOLES, EXACTLY 1 1/4" FROM THE SIDE, AND 1/2" OUT FROM THE CENTER LINE.

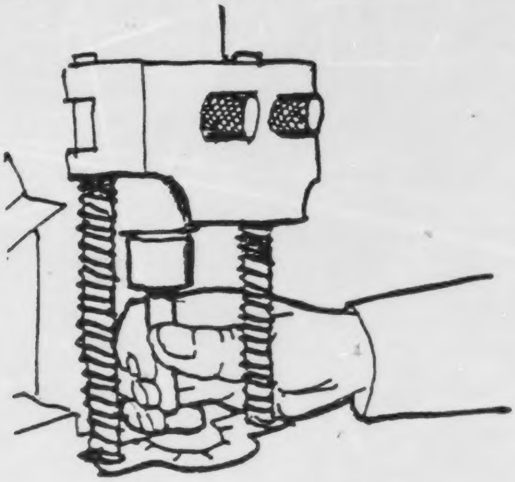
LOOK:



DO: Do job step 24.

READ: 25. CHANGE TO A 3/8" DRILL BIT.

LOOK:

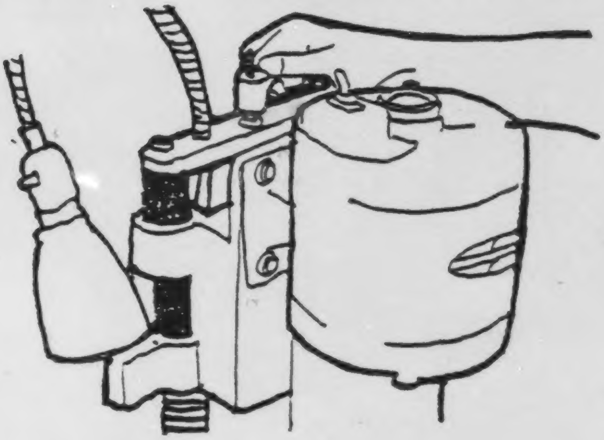


DO: Do job step 25.

"TURN THE PAGE"

READ: 26. ADJUST THE VERTICAL STROKE.

LOOK:

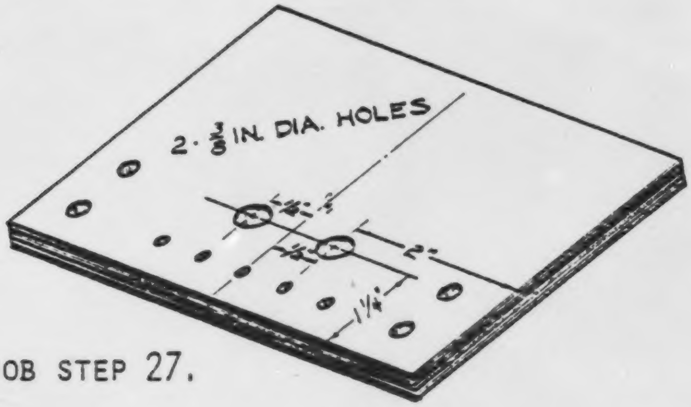


DO: DO JOB STEP 26.

CHECK: HAVE YOUR INSTRUCTOR CHECK YOUR WORK FOR JOB STEPS 24, 25 AND 26.

READ: 27. DRILL 2 HOLES IN ONE PAD
3/8" HOLES EXACTLY 1 1/4"
FROM THE SIDE, AND 1/2"
OUT FROM THE CENTER TOWARD
THE ENDS (2" FROM THE ENDS).

LOOK:



DO: DO JOB STEP 27.

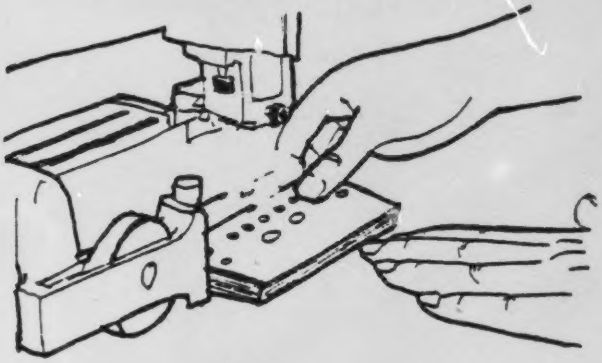
CHECK: TO CHECK YOUR WORK:

A. FOLD A SHEET TO SEE IF THE HOLES MATCH.
B. MEASURE TO THE CENTER OF THE HOLES.
C. ASK YOUR INSTRUCTOR TO CHECK YOUR WORK AND TO MAKE NEEDED CHANGES.

"TURN THE PAGE"

READ: 28. DRILL ALL PADS THE SAME

LOOK:

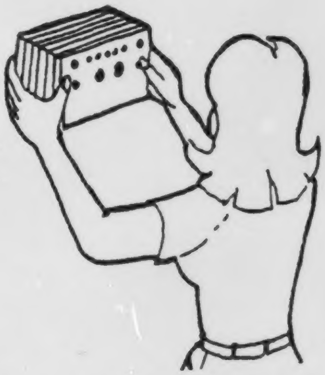


DO: Do JOB STEP 28.

CHECK: STACK YOUR 6 PADS; YOU SHOULD BE ABLE TO SEE THROUGH ALL HOLES. IF YOU CAN'T, SEE YOUR INSTRUCTOR.

READ: 29. DOUBLE-CHECK YOUR WORK. IF YOU CAN SEE THROUGH ALL 6 PADS, YOUR MEASURING AND DRILLING WORK IS GOOD. THERE SHOULD BE 11 HOLES IN EACH PAD.

LOOK:



DO: Do JOB STEP 29.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK. REPEAT JOB STEPS 1 - 29 IF THE DRILLING WAS NOT ALL RIGHT.

"TURN THE PAGE"

WORD GUIDE

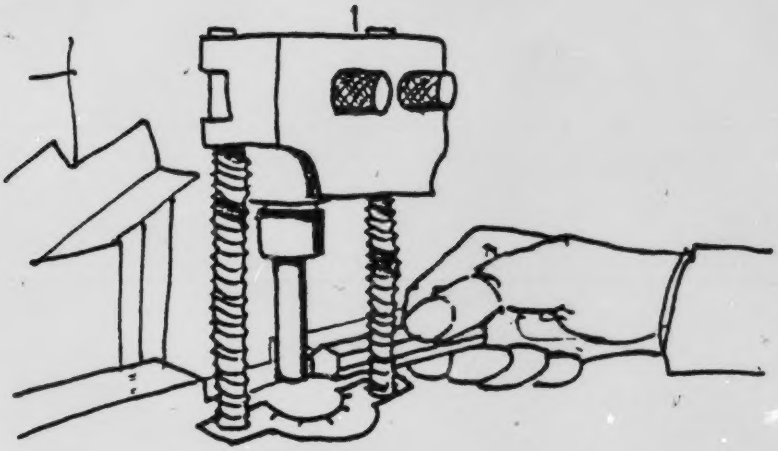
→ **LUBRICATE** - TO GREASE OR OIL SOMETHING SO IT MOVES EASILY

LUBRICANT

TIPS ON USING THE POWER DRILL

READ: 30. IF YOU HEAR A LOUD SQUEAK WHEN YOU ARE DRILLING, IT MEANS IT IS TIME TO LUBRICATE THE BIT. TOUCH THE BIT WITH THE SPECIAL LUBRICANT STICK (BEESWAX).

LOOK:



DO: DO JOB STEP 30 IF YOU HEAR A LOUD "SQUEAK" WHEN YOU ARE DRILLING.

CHECK: ASK AN ADVANCED STUDENT TO WATCH YOU.

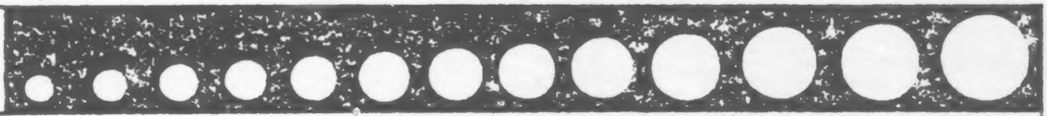
NOTE: THE DRILL CAN GET VERY HOT -- IT CAN BURN (SMOKE) THE STOCK (PAPER).

"TURN THE PAGE"

READ: 31. STUDY AND LEARN THIS CHART SHOWING THE DIFFERENT SIZES OF DRILL BITS.

LOOK:

CHART:

ORDER BY STYLE AND SIZE													
For hole size:	1/8"	5/32"	3/16"	7/32"	1/4"	17/64"	9/32"	5/16"	11/32"	3/8"	13/32"	7/16"	1/2"
Will drill a pile of paper:	5/8"	1 1/8"	1 3/8"	1 5/8"	2"	2"	2"	2"	2"	2"	2"	2"	2"

DO: Do job step 31.

"TURN THE PAGE"

WORD GUIDE

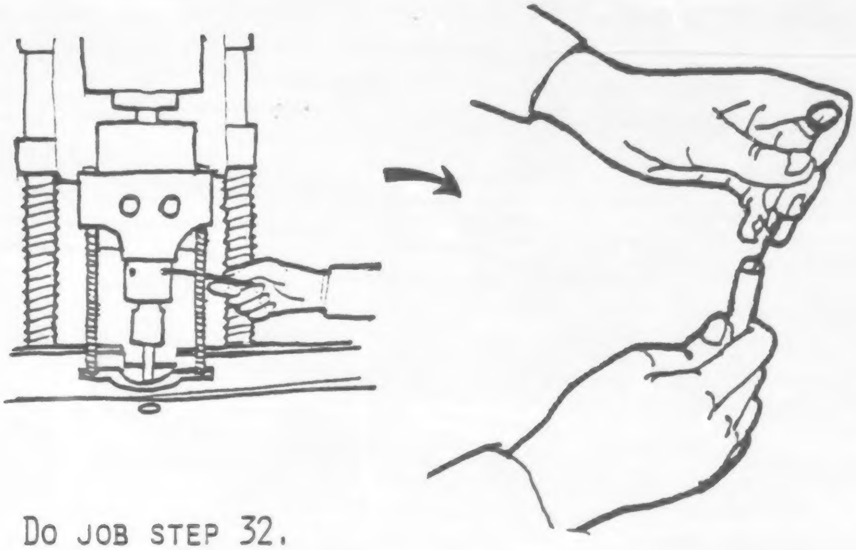
CHIPS- DOTS OF PAPER CUT OUT
WHEN PAPER IS DRILLED

READ: 32. TO GET THE CHIPS OUT OF THE DRILL:

A. TAKE THE BIT OUT OF THE POWER DRILL.

B. PUSH THE CHIPS OUT WITH A POINTED METAL PICK.

LOOK:



DO: DO JOB STEP 32.

CHECK: HOLD THE DRILL BY THE BASE -- THE CUTTING EDGE CAN CUT YOU. BE SURE NO CHIPS GET ON THE FLOOR.

"TURN THE PAGE"

WORD GUIDE

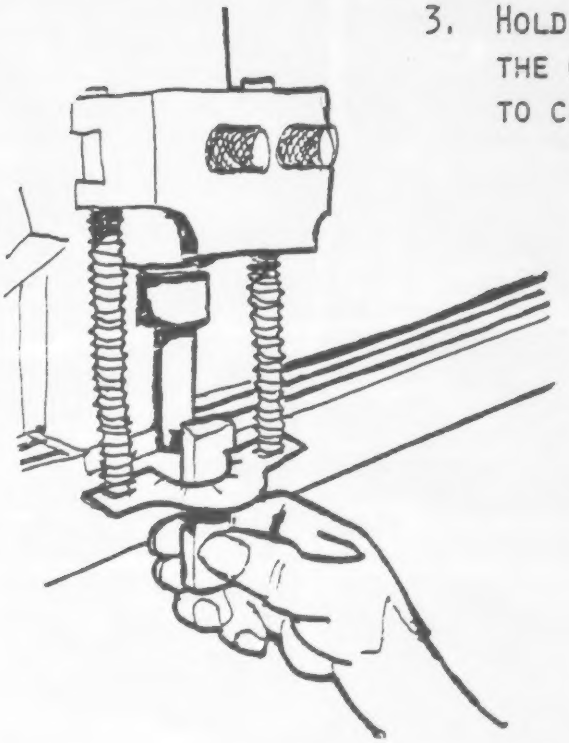
→ CARBORUNDUM SHARPENING HONE - A SPECIAL HONE USED TO SHARPEN A DRILL BIT WHILE IT IS STILL IN THE MACHINE

READD: 33. STUDY THESE 2 WAYS TO SHARPEN A DRILL.

THE FIRST WAY: USE A CARBORUNDUM SHARPENING HONE:

1. HAVE THE MACHINE RUNNING
2. HOLD THE HONE -- TOUCH IT TO THE DRILL CUTTING EDGE FOR A SECOND
3. HOLD THE HONE FLAT AGAINST THE OUTSIDE FOR A SECOND TO CLEAN BURNS

LOOK:



CHECK: WATCH YOUR FINGERS; THE BIT CAN CUT YOU.

"TURN THE PAGE"

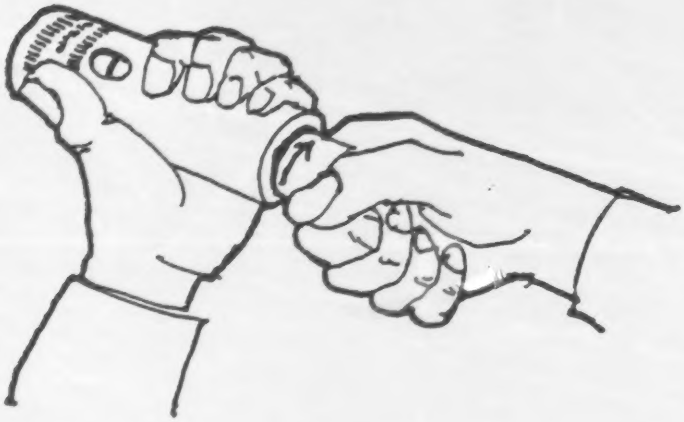
WORD GUIDE

→ CONSTANT - GOING ON FOR A VERY LONG TIME

READ: 34. ANOTHER WAY TO SHARPEN A DRILL IS TO USE A HOLLOW DRILL SHARPENER:

1. PUT THE BIT IN THE HOLDER.
2. TURN THE DRILL 3 TIMES.

LOOK:



CHECK: SHARPEN DRILLS EVERY 20 MINUTES IF THEY ARE IN CONSTANT USE.

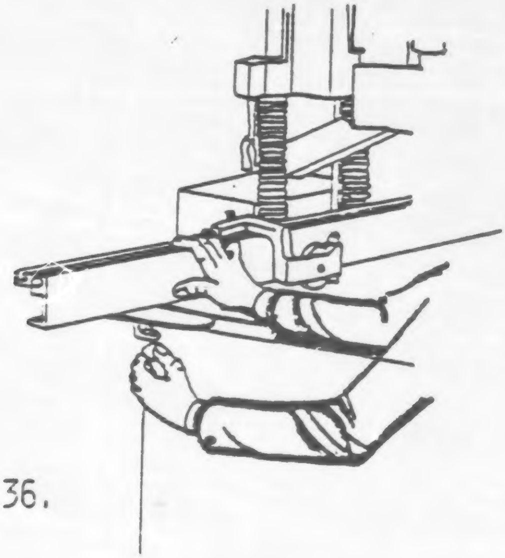
"TURN THE PAGE"

READ: 35. FOR STANDARD 3-HOLE DRILLING, GET 8 1/2" x 11" SCRAP PAPER, 1 CM THICK

DO: Do JOB STEP 35.

READ: 36. SET THE BACKGAUGE FOR 3/8".

LOOK:

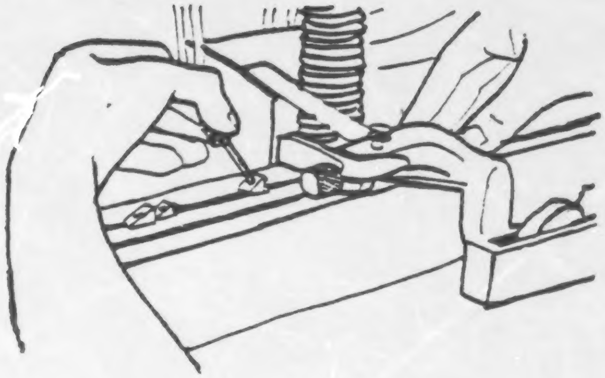


DO: Do JOB STEP 36.

"TURN THE PAGE"

READ: 37. SET THE TAB STOPS FOR 1 1/4", 5 1/2", AND 9 3/4".

LOOK:

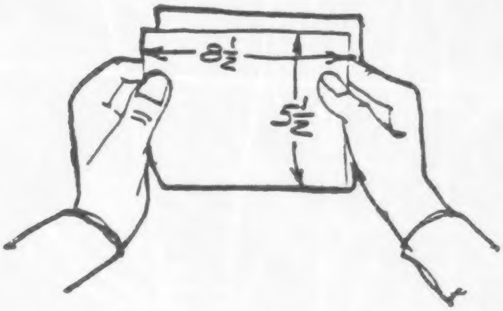


DO: DO JOB STEP 37

CHECK: ASK YOUR INSTRUCTOR TO SHOW YOU HOW TO SET THE AUTOMATIC TRIP -- THIS WILL RELEASE THE SIDE GUIDE EACH TIME THE HEAD COMES DOWN SO THE STOCK CAN BE QUICKLY MOVED TO THE NEXT STOP.

READ: 38. FOLD A SHEET OF PAPER IN THE CENTER ON THE 11" SIDE (AT 5 1/2").

LOOK:



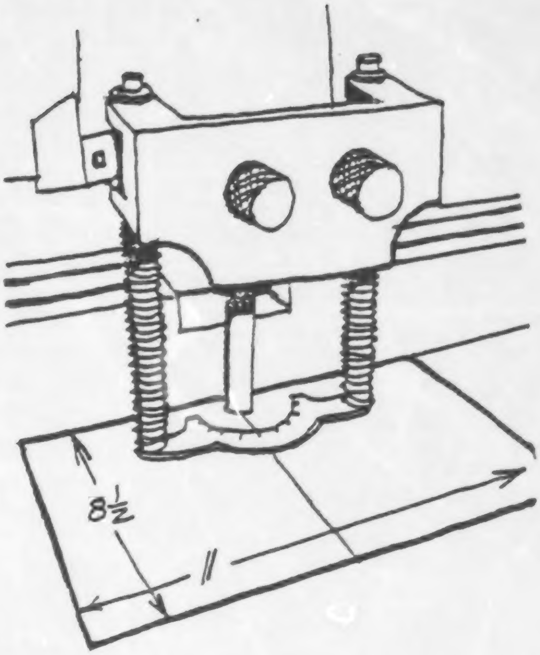
DO: DO JOB STEP 38.

"TURN THE PAGE"

READ:

39. SET THE SIDE GUIDE AT THE 5 1/2" TAB STOP
    1. PUT THE FOLDED SHEET ON THE BED.
    2. BRING THE 1/4" DRILL BIT DOWN--CHECK IF IT IS CENTERED ON THE FOLD.
    3. ADJUST THE MICRO ADJUSTMENT IF YOU NEED TO.

LOOK:



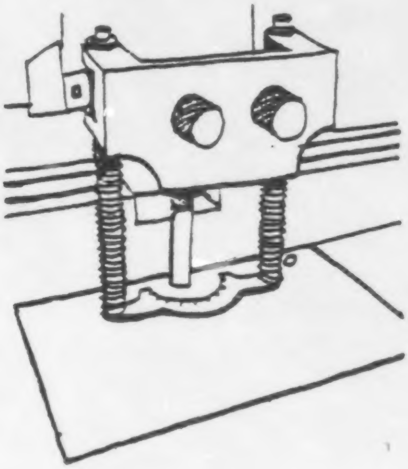
DO: DO JOB STEP 39.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR SET-UP FOR 3 HOLE DRILLING.

"TURN THE PAGE"

READ: 40. DRILL A SINGLE SHEET WITH THIS STANDARD 3-HOLE SET UP.

LOOK:

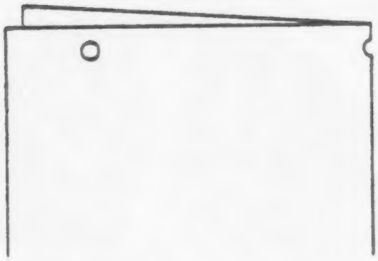


DO: DO JOB STEP 40.

READ: 41. FOLD THE SHEET OF PAPER IN HALF:

1. THE 2 END HOLES SHOULD MATCH.
2. THE MIDDLE SHOULD BE FOLDED EXACTLY "IN HALF".
3. MAKE NEEDED ADJUSTMENTS.

LOOK:



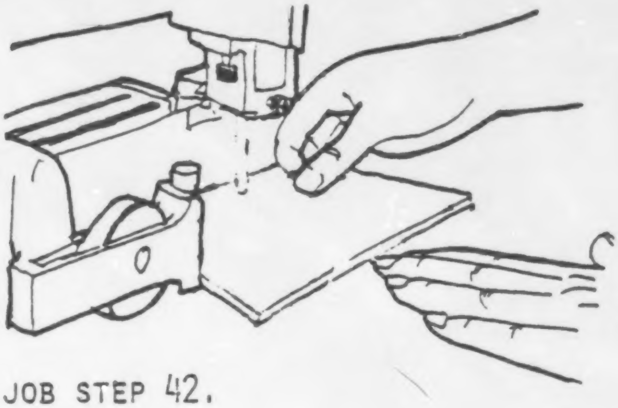
DO: DO JOB STEP 41.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR DRILLED SHEET OF PAPER.

"TURN THE PAGE"

READ: 42. DRILL YOUR LIFT OF PAPER.

LOOK:



DO: Do JOB STEP 42.

READ: 43. WATCH SOME ADVANCED STUDENTS WORK ON THE CHALLENGE DRILL FOR ONE MORE HOUR.

DO: Do JOB STEP 43.

CHECK: ASK QUESTIONS AND BE READY TO ANSWER YOUR INSTRUCTOR'S QUESTIONS.

"TURN THE PAGE"

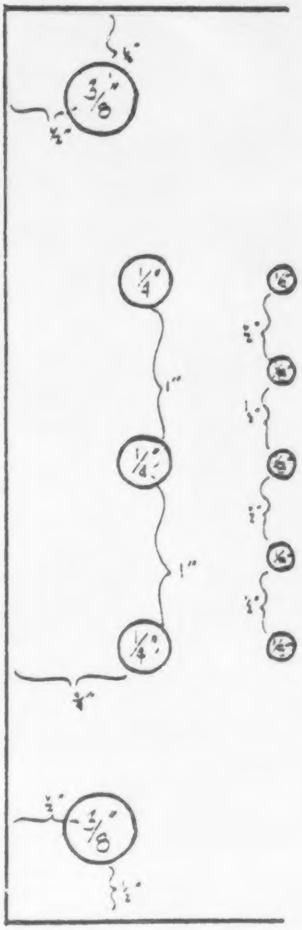
READ: 44. REVIEW THE SLIDE/TAPE PRESENTATION AGAIN.

DO: DO JOB STEP 44.

CHECK: ASK QUESTIONS AND BE READY TO ANSWER YOUR INSTRUCTOR'S QUESTIONS.

READ: 45. STUDY COPY B AND THEN MAKE COPY B. USE 4" X 5" PADS. DO ALL OF YOUR OWN SET-UP WORK.

LOOK:



DO: DO JOB STEP 45

CHECK: ASK AN ADVANCED STUDENT TO WATCH YOU AT ALL TIMES.

"TURN THE PAGE"

READ: 46. SHOW COPY B TO YOUR INSTRUCTOR. HE/SHE WILL TELL YOU IF YOU HAVE PASSED.

LOOK:

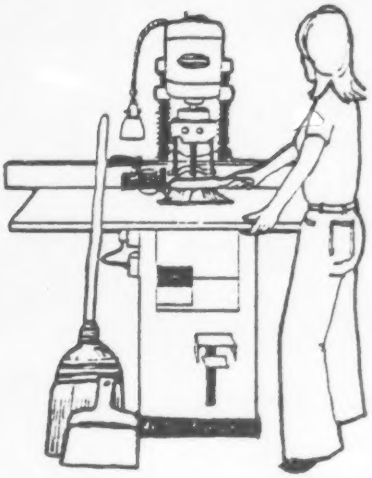
DO: DO JOB STEP 46.

CHECK: DO THIS MODULE AGAIN IF YOU NEED TO.

READ: 47. CLEAN UP YOUR WORK AREA.

1. RETURN THE POWER DRILL TO THE "NORMAL" POSITION (STANDARD 3-HOLE).
2. CLEAN CHIPS FROM THE DRILL BITS.
3. PUT AWAY YOUR EQUIPMENT.
4. ASK YOUR INSTRUCTOR WHERE TO STORE YOUR PROJECTS.

LOOK:



DO: DO JOB STEP 47.

graphics

unit: FINISHING AND BINDERY

capital area career center

module: 1401 14 018 1 **date:** JULY 1977 **level:**

skill title: DRILL: ADVANCED OPERATION - SLITTING, SLOTTING AND ROUND CORNERING

developed & written by: DEBORAH J. WHITE

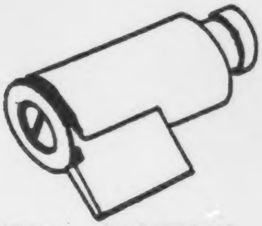
visuals by: MAX LITTLE

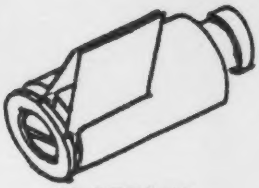
PERFORMANCE OBJECTIVE

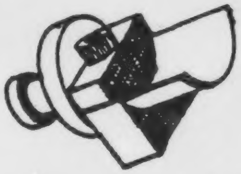
WHAT YOU WILL LEARN:

1. HOW TO SET UP THE DRILL:
   - A. SLITTING
   - B. SLOTTING
   - C. ROUND CORNERING
2. HOW TO KEEP THE DRILL IN GOOD RUNNING ORDER.

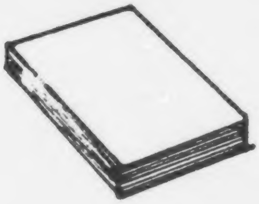
WHAT YOU WILL NEED:



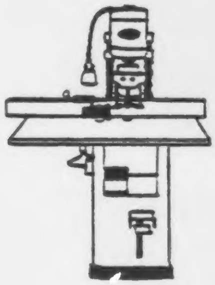




DRILL ATTACHMENTS: SLITTING SLOTTING ROUND CORNERING



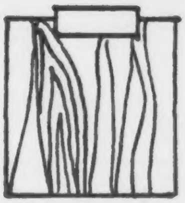
SCRATCH PADS



CHALLENGE POWER DRILL

PARTS/TOOL KIT

INSTRUCTION BOOK:



CLIPBOARD

BEESWAX

"TURN THE PAGE"

WHAT YOU MUST DO:

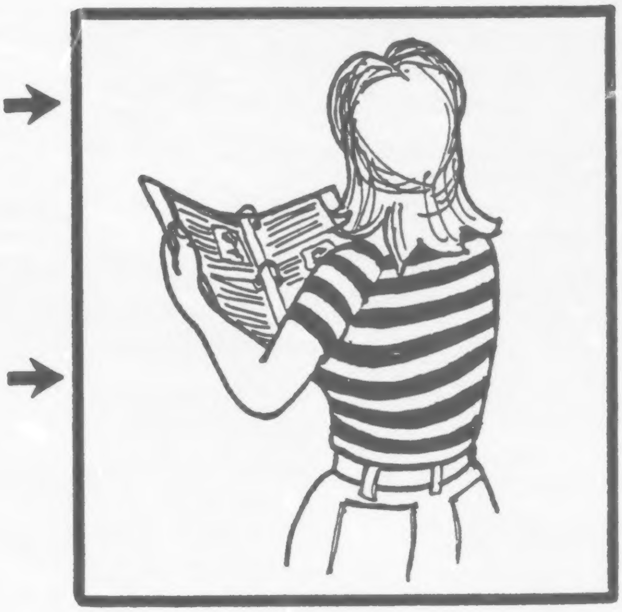
1. READ THE MODULE.
2. GET YOUR EQUIPMENT.
3. DO THE JOB STEPS FOR SLITTING, SLOTTING, AND ROUND CORNERING.

"TURN THE PAGE"

JOB STEPS

READ: LOOK:

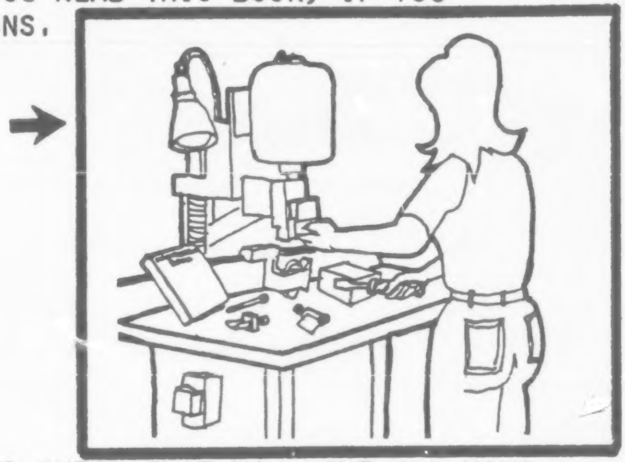
1. READ THE DO MODULE 1401 14 017 1, IF YOU HAVE NOT DONE SO.



2. READ THE INSTRUCTION BOOK: CHALLENGE JF DRILL. FIND THE BOOK IN THE INSTRUCTION MANUAL FILE DRAWER.

CHECK: GET SOMEONE TO HELP YOU READ THIS BOOK, IF YOU NEED TO. ASK QUESTIONS.

3. TAKE ALL YOUR EQUIPMENT TO THE FINISHING AREA TO WORK.



CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT YOU HAVE ALL YOUR EQUIPMENT.

"TURN THE PAGE"

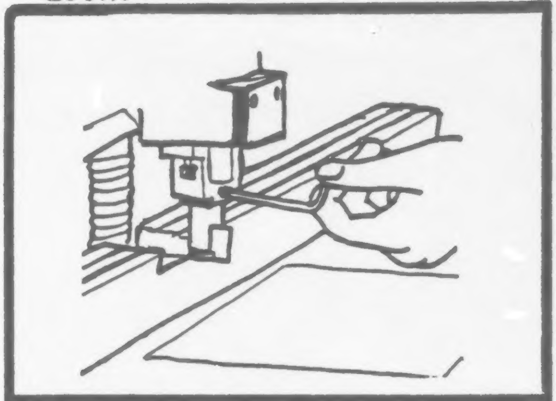
WORD GUIDE

→ SLITTING - DRILLING A HOLE AND THEN CUTTING FROM THE HOLE TO THE EDGE OF THE PAPER.

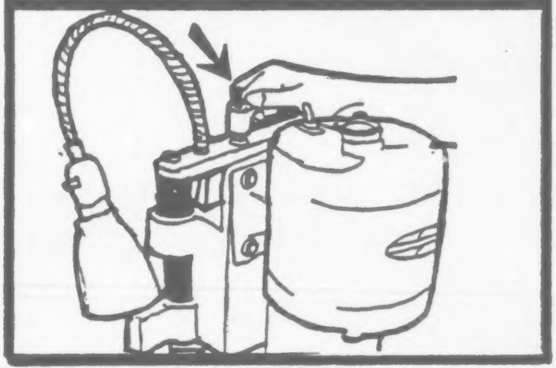
JOB STEPS

READ: LOOK:

4. SLITTING: SET UP THE POWER DRILL WITH THE SLITTING ATTACHMENT. →

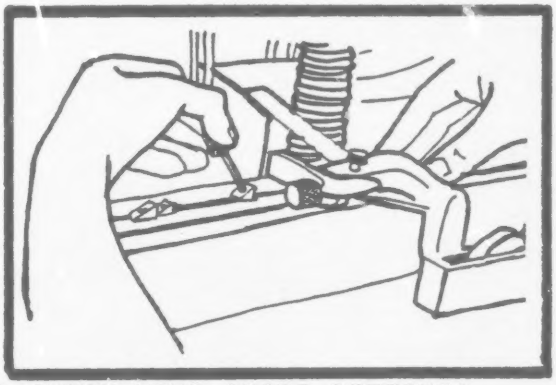


5. ADJUST THE VERTICAL STROKE. →



CHECK: ASK AN ADVANCED STUDENT TO CHECK THE SLITTING ATTACHMENT (STEP 4). HAVE THE ADVANCED STUDENT CHECK THE ADJUSTMENT FOR THE VERTICAL STROKE.

6. SET THE BACK AND SIDE GUIDES SO THAT YOU WILL SLIT THE HOLES ON THE LONG SIDE OF THE SCRATCH PADS. →



CHECK: ASK AN ADVANCED STUDENT TO CHECK YOUR GUIDE SETTINGS.

"TURN THE PAGE"

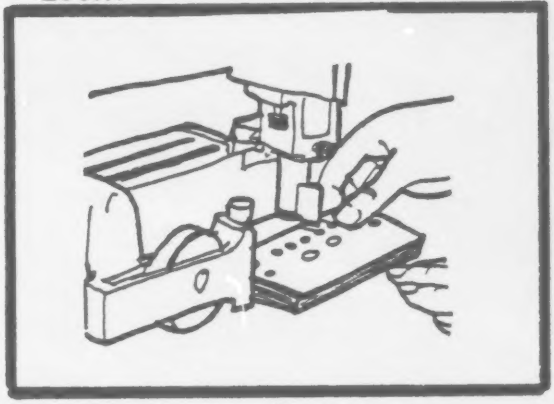
WORD GUIDE

SLOTTING - DRILLING A HOLE AND THEN USING SLOTTING KNIVES TO CUT (PUNCH OUT) AN OPEN SLOT FROM THE HOLE TO THE EDGE OF THE PAPER.

JOB STEPS

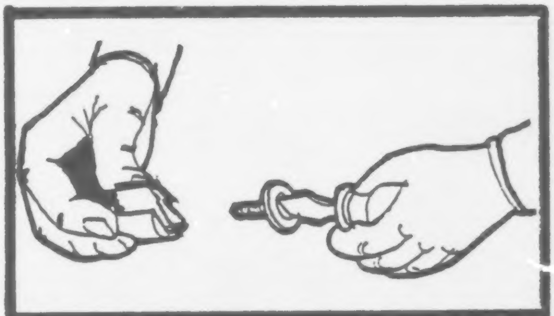
READ: LOOK:

7. SLIT THE HOLES ON ALL THE PADS (LONG SIDE).

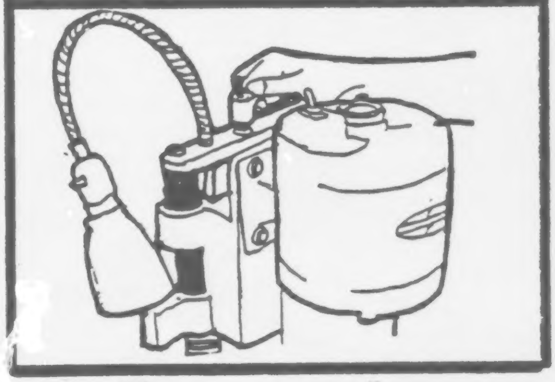


CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK. REPEAT JOB STEPS 4-7, IF YOU NEED TO. YOUR INSTRUCTOR WILL TELL YOU IF YOU ARE READY TO GO ON TO STEP 8.

8. SLOTTING: SET UP THE DRILL WITH THE SLOTTING ATTACHMENT. IF YOU DO NOT KNOW HOW TO DO THIS, SEE YOUR INSTRUCTOR.



9. ADJUST THE VERTICAL STROKE.



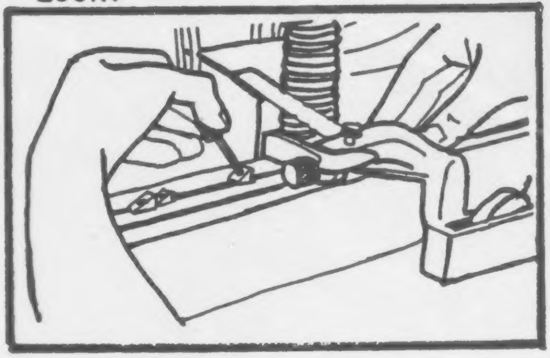
"TURN THE PAGE"

ROUND CORNERING - PUNCHING OUT THE CORNERS OF A SHEET OR LIFT OF PAPER.

JOB STEPS

READ: LOOK:

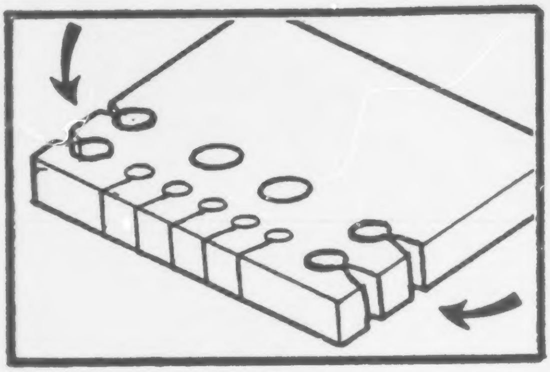
10. SET THE BACK AND SIDE GUIDES SO THAT YOU WILL SLOT THE HOLES ON THE SHORT SIDE OF THE SCRATCH PADS. →



CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT YOU HAVE:

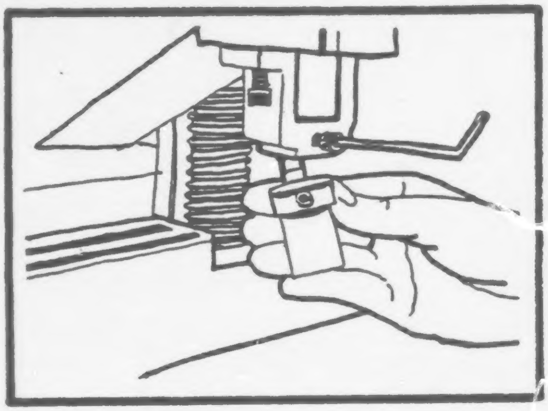
1. SET-UP THE SLOTTING ATTACHMENT.
2. ADJUSTED THE VERTICAL STROKE.
3. SET THE GUIDES.

11. SLOT THE HOLES ON ALL THE PADS (SHORT SIDE). →



CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK. YOUR INSTRUCTOR WILL TELL YOU IF YOU ARE READY TO GO ON TO STEP 2.

12. ROUND CORNERING: SET UP THE DRILL WITH THE ROUND CORNERING ATTACHMENT. →



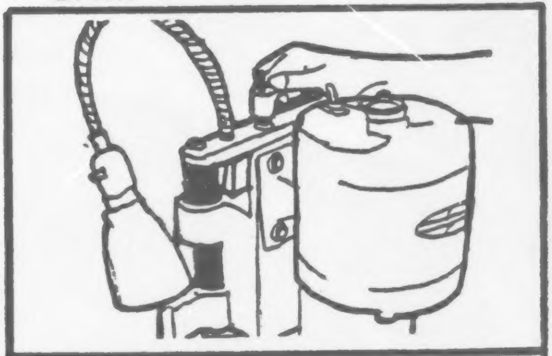
"TURN THE PAGE"

JOB STEPS

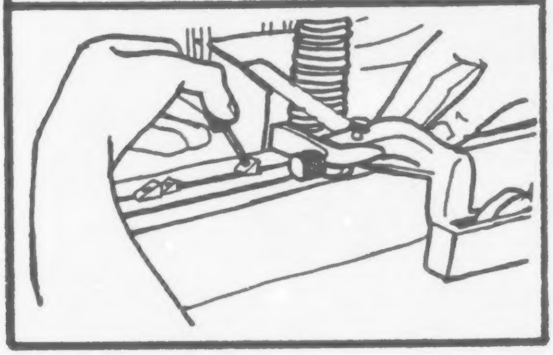
Read:

Look:

13. Adjust the vertical stroke.



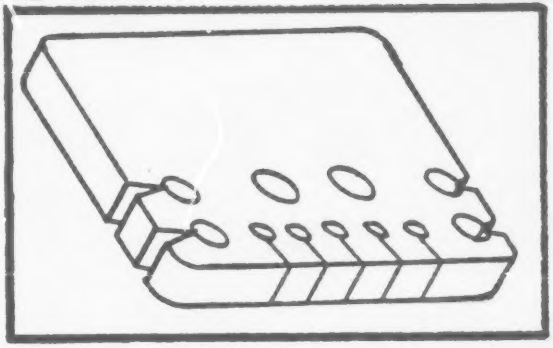
14. Set the back and side guides for round cornering all 4 corners.



Check: Ask you instructor to check that you have:

1. Set-up the round cornering attachment.
2. Adjusted the vertical stroke.
3. Set the guides for round cornering.

15. Round corner all 4 corners of your scratch pads (1 cm at the most).



Check: Ask your instructor to check your work. Be ready to answer questions.

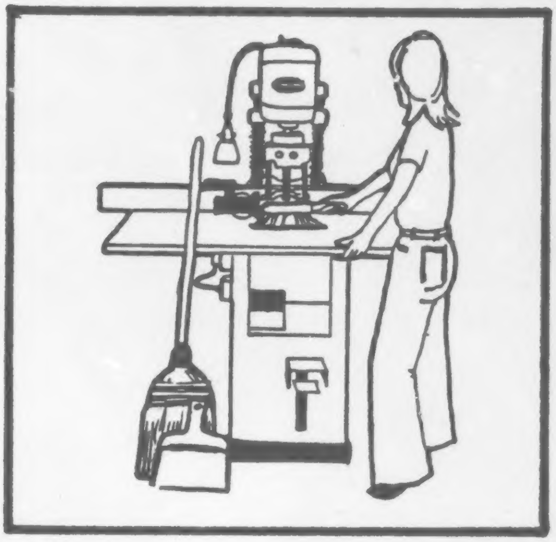
"Turn the page"

JOB STEPS

READ:

LOOK:

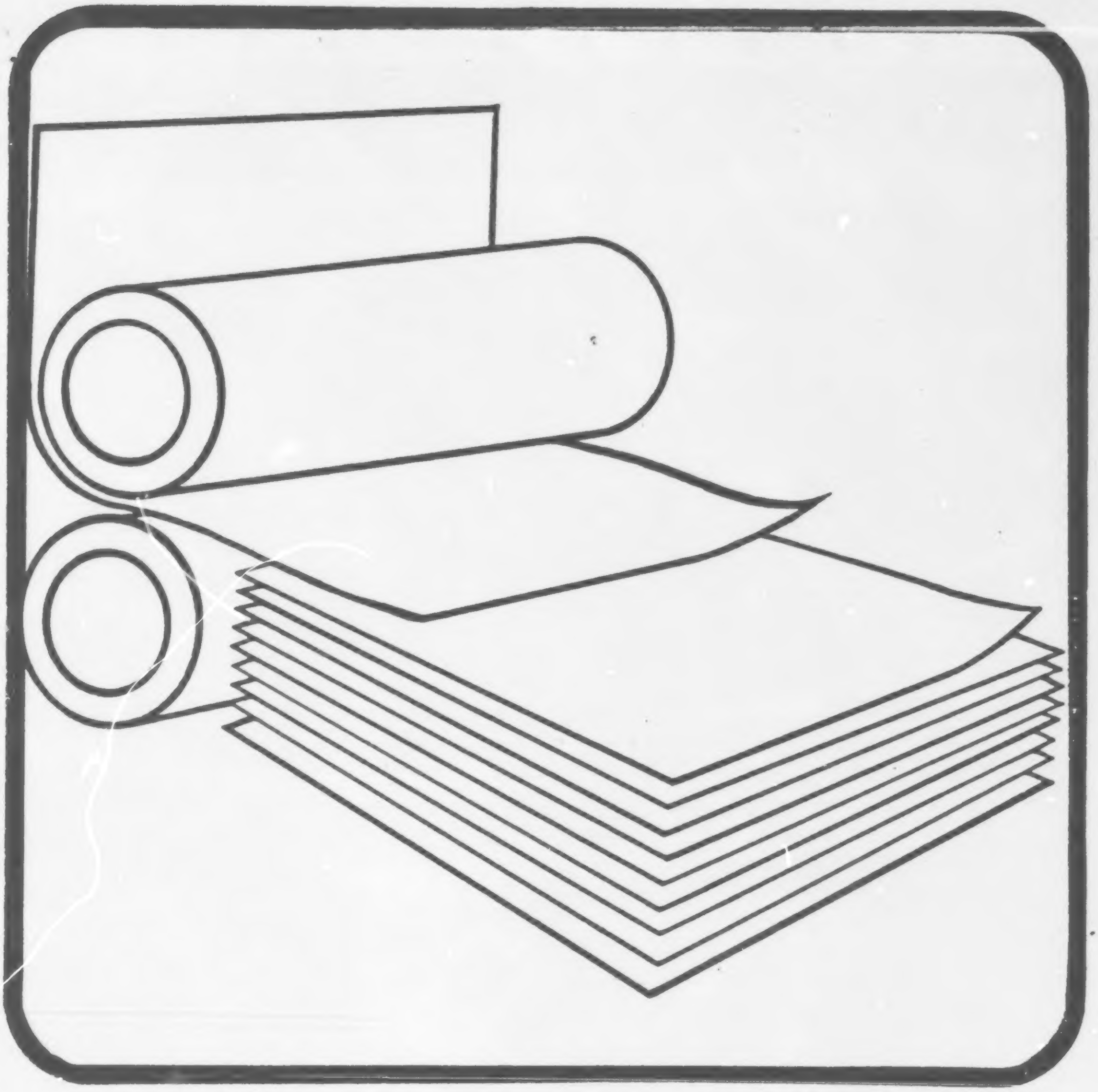
16. CLEAN UP YOUR WORK AREA. ➔



CHECK: YOUR INSTRUCTOR WILL CHECK THAT YOU HAVE:

1. BRUSHED AND SWEPT THE FLOOR.
2. PUT ALL PARTS AND ATTACHMENT IN DRAWERS.
3. WAXED THE WOOD TABLE.

"TURN THE PAGE"



graphics

unit: FINISHING AND BINDERY

capital area career center

module: 1401 14 019 1 date: JULY 1977 level:

skill title: PACKAGING: HAND WRAPPING IN SHRINK PLASTIC

developed & written by: DEBORAH J. WHITE

visuals by: CHUCK KNOCK

WORD GUIDE

SHRINK - TO MAKE SMALL.

FILM - PLASTIC WRAPPING PAPER.

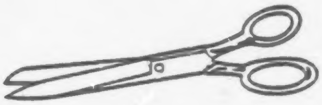
SHRINK BOX - A HOT BOX FOR SHRINKING FILM AND MAKING IT TIGHT ON A PACKAGE; AN OVEN.

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

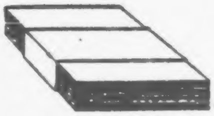
HOW TO WRAP A PACKAGE IN SHRINK FILM.

WHAT YOU WILL NEED:

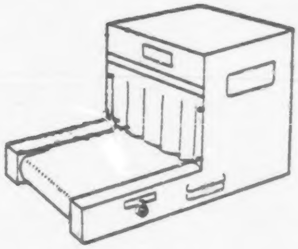


SCISSORS

SHRINK WRAPPING FILM



A PRINTED JOB (12 OR MORE LIFTS)



SHRINK BOX

WHAT YOU MUST DO:

1. READ THE MODULE AND WATCH THE SLIDE TAPE.
2. GET YOUR EQUIPMENT.
3. DO THE JOB STEPS FOR WRAPPING A PACKAGE IN SHRINK FILM.

"TURN THE PAGE"

WORD GUIDE

PRE-HEAT - HEAT BEFORE YOU ARE READY TO USE IT.

JOB STEPS

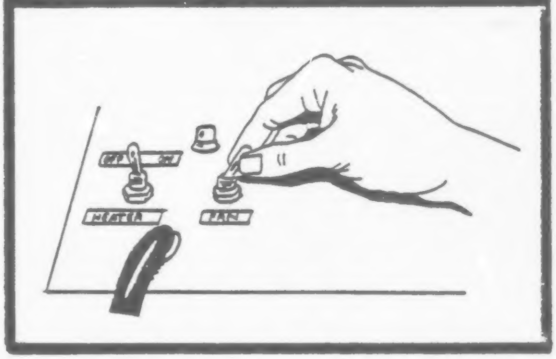
READ: LOOK:

1. ASK YOUR INSTRUCTOR FOR A PRINTED JOB WITH 12 OR MORE LIFTS.

2. TAKE THE JOB TO THE FINISHING AREA WHERE YOU WILL WORK.

3. PRE-HEAT THE SHRINK BOX; DO JOB STEPS A, B, C IN ORDER:

   A. TURN THE SWITCH ON THE UPPER HOOD TO "FAN" - STOP FOR A MINUTE - TURN THE SWITCH TO "HEAT".



"TURN THE PAGE"

WORD GUIDE

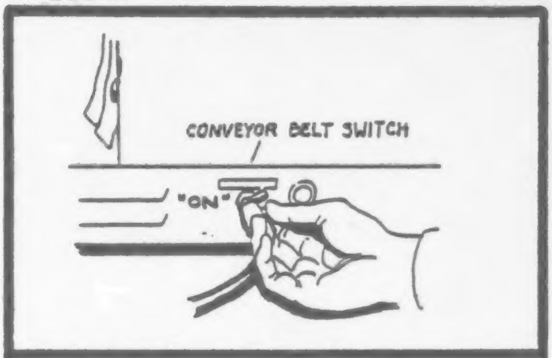
THERMOSTAT - DEVICE WHICH CONTROLS THE TEMPERATURE OR HOW HOT THE SHRINK BOX WILL GET.

CONVEYOR BELT - A MOVING BELT THAT CARRIES PACKAGES THROUGH THE SHRINK BOX.

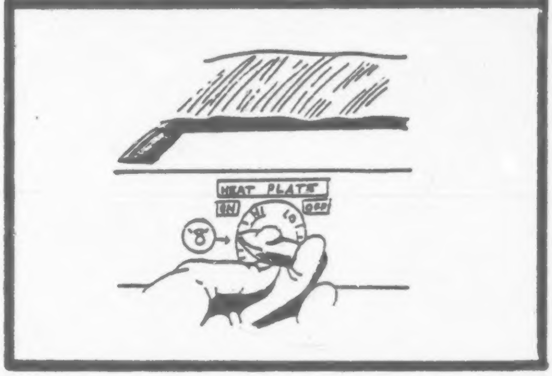
JOB STEPS

READ: LOOK:

B. TURN THE CONVEYOR BELT SWITCH TO "ON".



C. SET THE HEAT PLATE THERMOSTAT FOR "8".



CHECK: YOUR INSTRUCTOR OR AN ADVANCED STUDENT WILL CHECK THAT YOU:

1. TURN SWITCHES ON IN THE ABOVE A, B, C ORDER.

4. ASK YOUR INSTRUCTOR HOW MANY SHEETS WILL GO INTO EACH PACKAGE. ALL PACKAGES SHOULD BE EQUAL.

"TURN THE PAGE"

WORD GUIDE

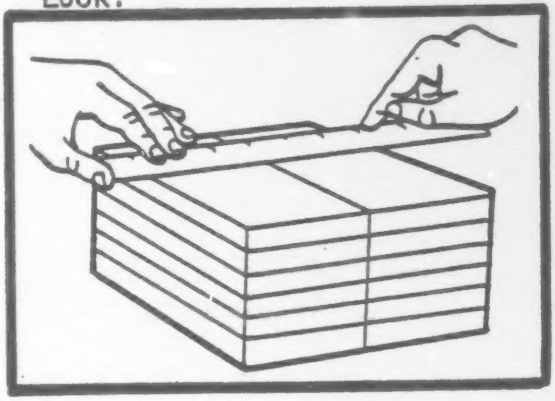
OVERLAP - WHERE THE PLASTIC WRAP IS 2 OR MORE LAYERS THICK.

JOB STEPS

READ:

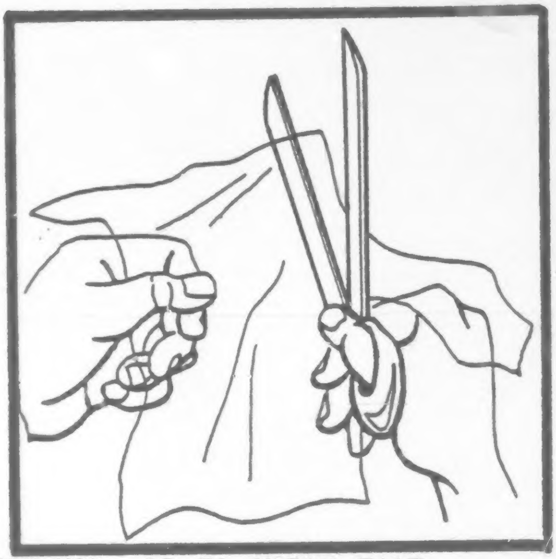
LOOK:

5. MEASURE THE LIFT.



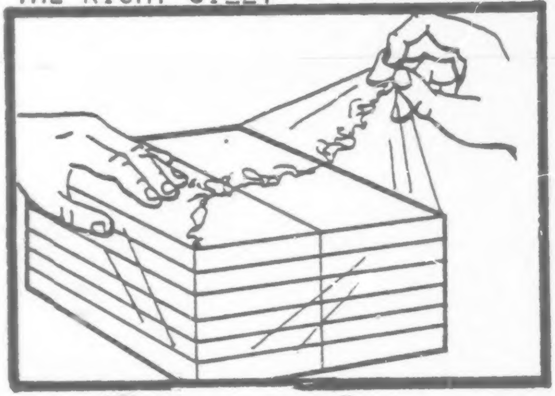
6. DECIDE ON THE BEST SIZE OF PLASTIC WRAP TO USE. THE SHRINK WRAP SHOULD BE 3-5 CM LARGER THAN THE MEASUREMENTS OF THE LIFT.

7. CUT THE SHRINK WRAP TO THE RIGHT SIZE.



CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU, OR TO CHECK THAT YOUR SHRINK WRAP IS CUT TO THE RIGHT SIZE.

8. WRAP THE LIFT AND TUCK THE ENDS. THE OVERLAP SEAM SHOULD BE ON THE BOTTOM.

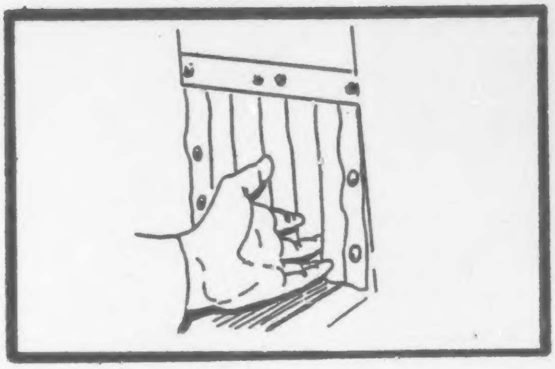


"TURN THE PAGE"

JOB STEPS

READ: LOOK:

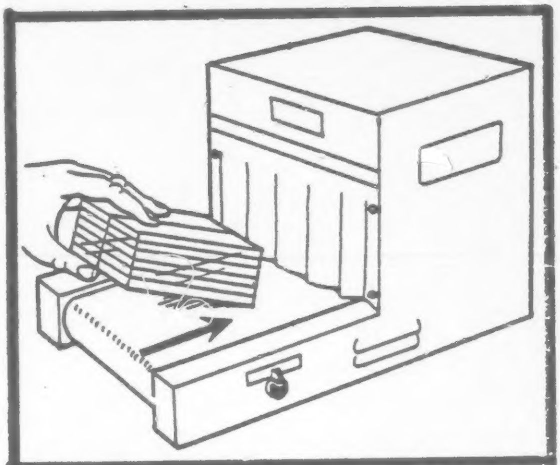
9. CHECK TO SEE IF THE SHRINK BOX IS HOT NOW.



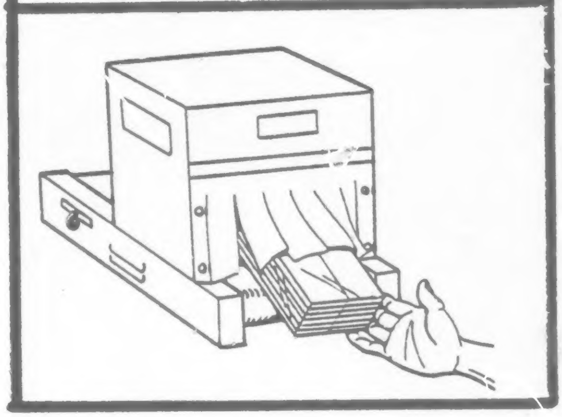
CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT:

1. YOUR LIFT IS WRAPPED CORRECTLY.
2. THE SHRINK BOX IS HOT.

10. PUT THE PACKAGE ON THE MOVING BELT.



11. CATCH THE PACKAGE AS IT COMES OUT OF THE BOX. THE MOVING BELT WILL CARRY THE PACKAGE THROUGH THE BOX.



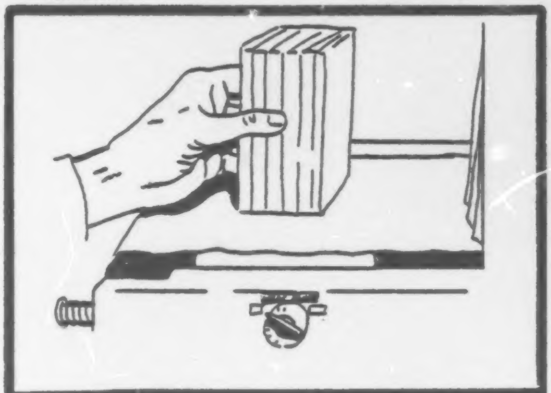
12. CHECK YOUR PACKAGE.
    A. WILL IT HOLD?
    B. IS IT TOO LOOSE? IF SO, RUN THE PACKAGE THROUGH THE SHRINK BOX AGAIN.

"TURN THE PAGE"

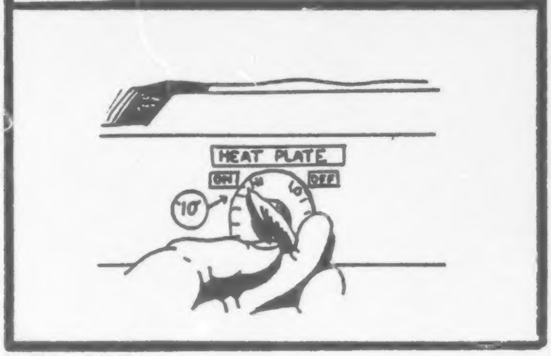
JOB STEPS

Read: Look:

C. Are the ends loose? Touch them to the heat plate for one second.



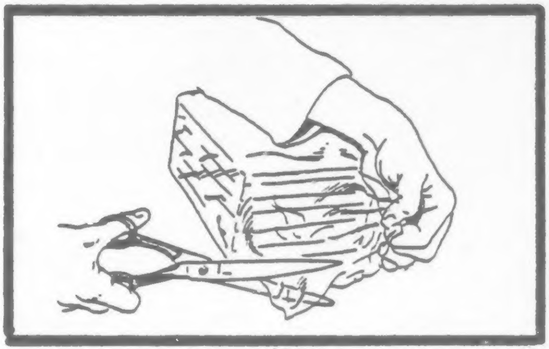
D. Is the seam loose? Turn the thermostat to #10 Run the package through the shrink box again.



Check: Your instructor will check to see:

1. That your package is neat and tight.
2. There are no holes or burns.
3. If you need to repeat job steps 10-11 to make your package neat and tight.

13. Trim the package with scissors, if you need to.



Check: Ask your instructor to check your work. You may unwrap and rewrap the same package until you do it right.

"Turn the page"

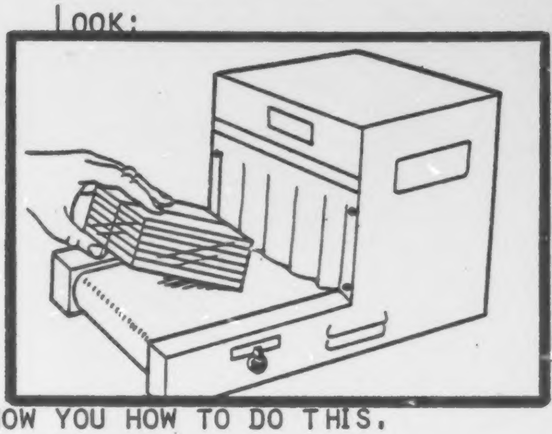
WORD GUIDE

WORK FLOW - ORGANIZED AND EASY WAY OF DOING A JOB.

JOB STEPS

READ: LOOK:

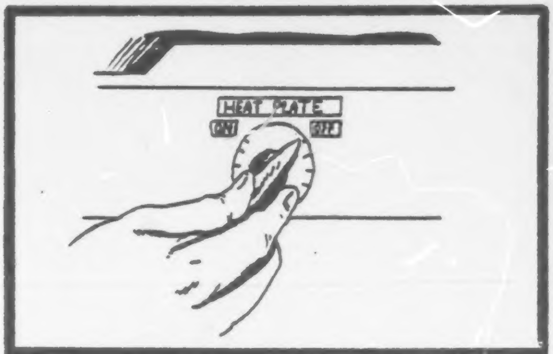
14. SET UP FOR WORK FLOW. CHECK EVERY PACKAGE AND RUN THE JOB.



CHECK: ASK YOUR INSTRUCTOR TO SHOW YOU HOW TO DO THIS.
ALL PACKAGES MUST BE NEAT AND TIGHT.

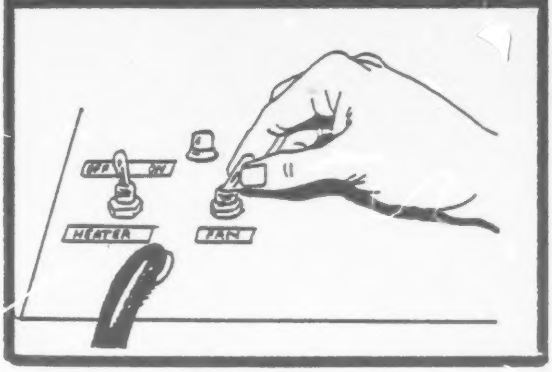
15. TURN OFF THE MACHINE BY FOLLOWING STEPS A, B, C, AND D BELOW:

A. TURN THE HEAT PLATE THERMOSTAT TO "0" AND THEN, TO "OFF".



B. TURN THE UPPER HOOD SWITCH TO "FAN".

C. LET THE SHRINK BOX COOL FOR 5-10 MINUTES. THEN, TURN OFF THE BELT OF FAN.



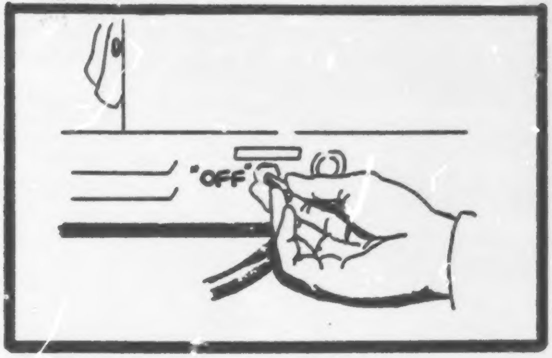
"TURN THE PAGE"

JOB STEPS

READ:

LOOK:

D. WHEN THE HEAT PLATE IS COOL, TURN OFF THE CONVEYOR BELT AND FAN SWITCHES.

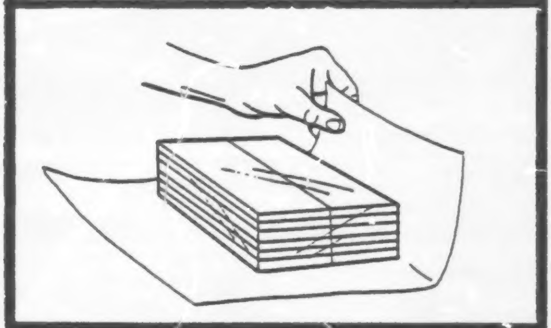


CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT THE SHRINK BOX IS OFF.

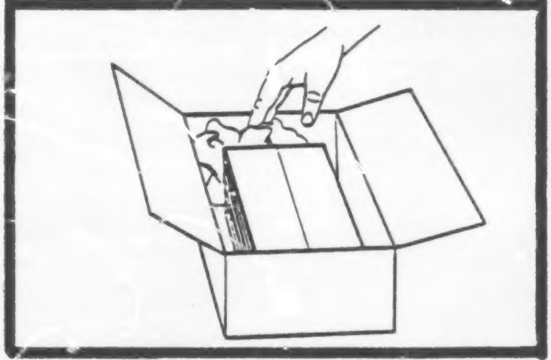
16. CLEAN UP SCRAP PLASTIC.

17. GET THE JOB READY FOR DELIVERY: ASK YOUR INSTRUCTOR HOW YOU SHOULD DO THIS.

A. YOU MAY WRAP THE JOB IN KRAFT PAPER (MODULE 1401 14 020 1).



B. YOU MAY PUT THE JOB IN A BOX. FILL THE EMPTY SPACE WITH PAPERS.

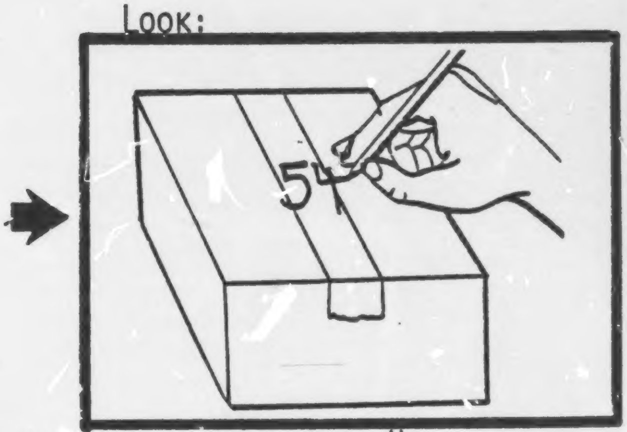


"TURN THE PAGE"

JOB STEPS

READ: LOOK:

C. TAPE A SAMPLE OF THE PRINTED JOB ON THE BOX AND WRITE THE NUMBER ON IT.



CHECK: SHOW THE FINISHED JOB TO YOUR INSTRUCTOR. HE WILL TELL YOU IF IT IS READY FOR DELIVERY. REPEAT JOB STEP 16, IF YOU NEED TO.

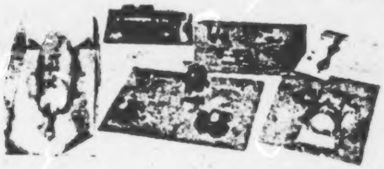
18. PUT A COPY OF THE PRINTED JOB IN THE JOB ENVELOPE.

19. LOOK AT THE DIFFERENT KINDS OF SHRINK WRAPPING ON THE NEXT PAGE. HOW MANY OF THESE PACKAGES HAVE YOU SEEN?

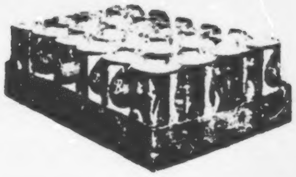
"TURN THE PAGE"

JOB STEPS

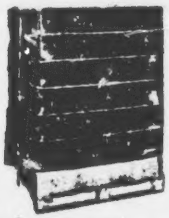
SKIN PACKAGING SYSTEMS

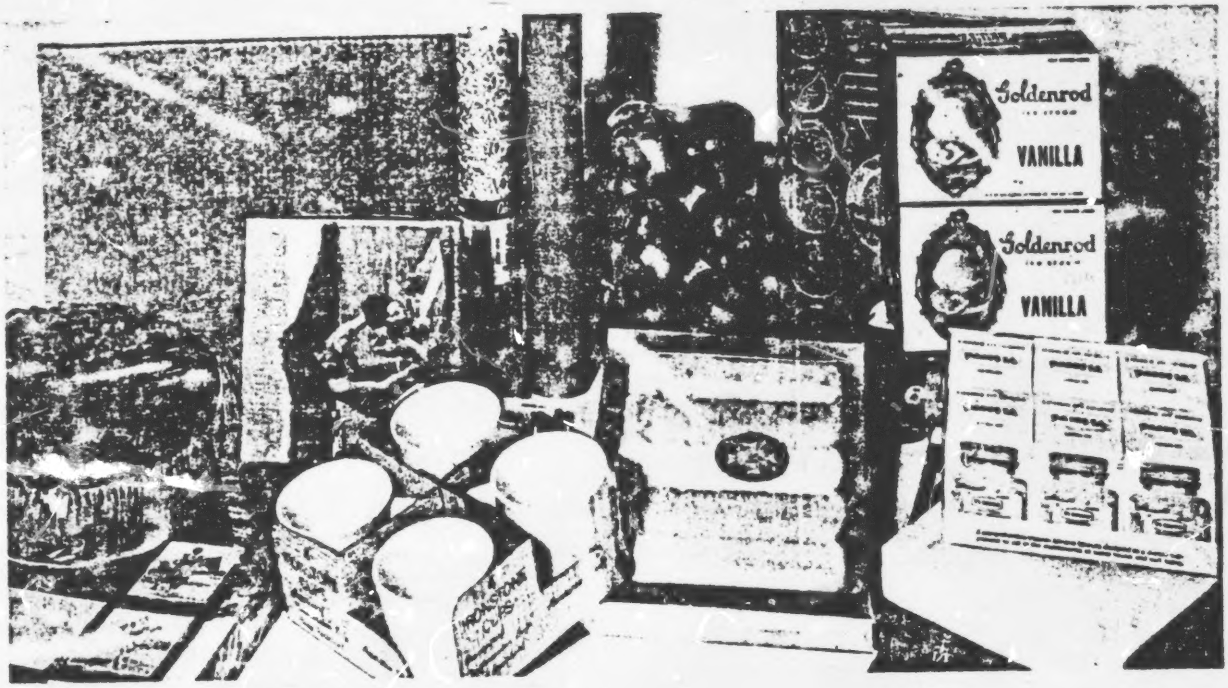


TRAY-PAK BUNDLING SYSTEMS



PALLET-PAK





19. TELL YOUR INSTRUCTOR HOW EACH OF THESE EXAMPLES WAS WRAPPED.

graphics

unit: FINISHING AND BINDERY

capital area career center

module: 1401 14 020 1 date: JULY 1977 level:

skill title: PACKAGING: HAND WRAPPING IN KRAFT PAPER

developed & written by: DEBORAH J. WHITE

visuals by: CHUCK KNOCK

WORD GUIDE

KRAFT PAPER - Brown wrapping paper.

KRAFT TAPE - Paper tape with glue on one side.

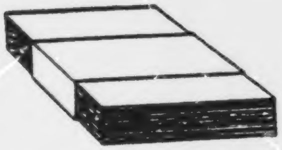
DISPENSER - A tape holder.

PERFORMANCE OBJECTIVE

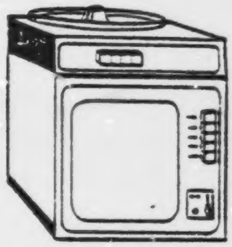
WHAT YOU WILL LEARN:

How to wrap packages with kraft paper and tape.

WHAT YOU WILL NEED:

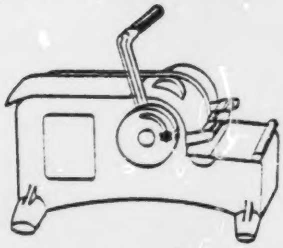


Job to be wrapped

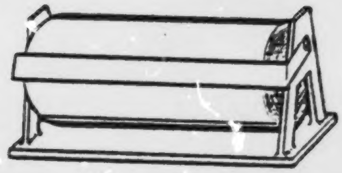


Caramate projector

Large scissors



Paper tape dispenser
(2" gummed tape)



Kraft wrapping paper
(18" wide)

WHAT YOU MUST DO:

1. Read the module.
2. Get your equipment.
3. Do the job steps for wrapping packages with kraft paper and tape.

"Turn the page"

WORD GUIDE

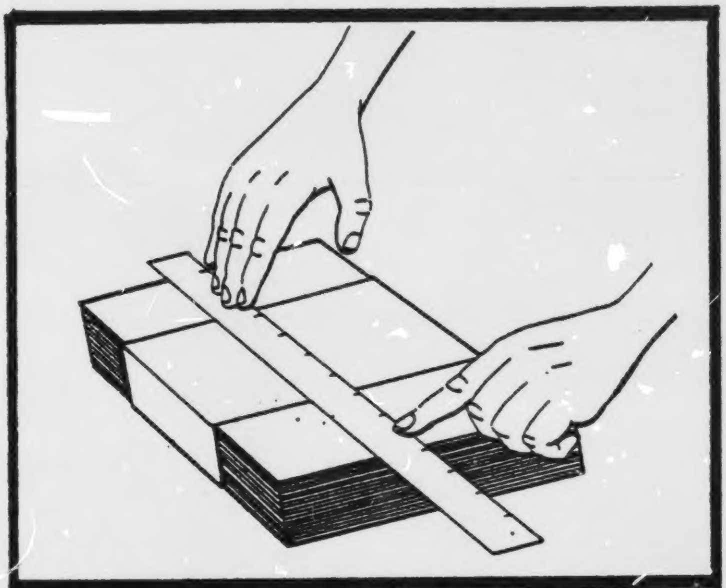
JOB - A FINISHED PRODUCT; PAPERS OR CARDS THAT HAVE BEEN PRINTED.

REAM - 500 SHEETS OF 2" THICK PAPER.

JOB STEPS

READ: LOOK:

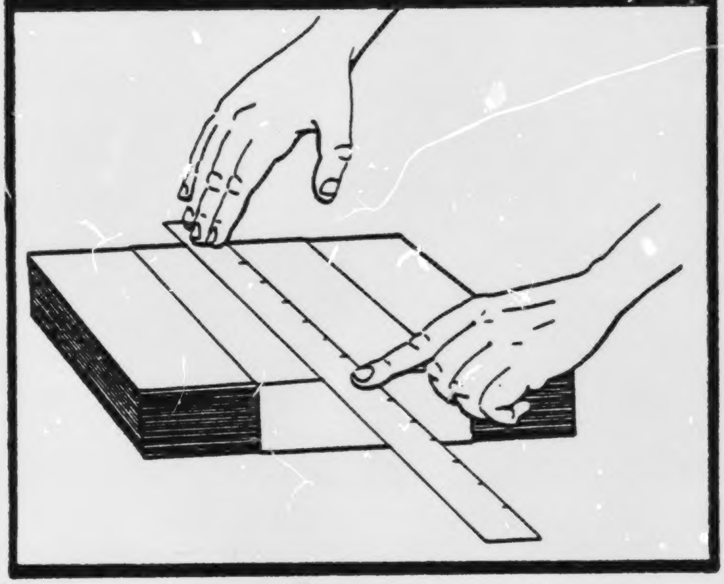
1. WATCH ADVANCED STUDENTS WRAP PACKAGES WITH KRAFT PAPER FOR 1/2 HOUR. →



2. MEASURE A REAM OF 8 1/2 x 11" PAPER (THIS IS YOUR FIRST JOB).

   A. YOU MAY USE A CLOTH TAPE MEASURE AND WRAP IT AROUND THE PAPER OR YOU MAY USE A RULER.

   B. MEASURE THE PACKAGE BOTH WAYS, LENGTHWISE AND WIDTHWISE. WRITE DOWN BOTH NUMBERS. →



"TURN THE PAGE"

WORD GUIDE

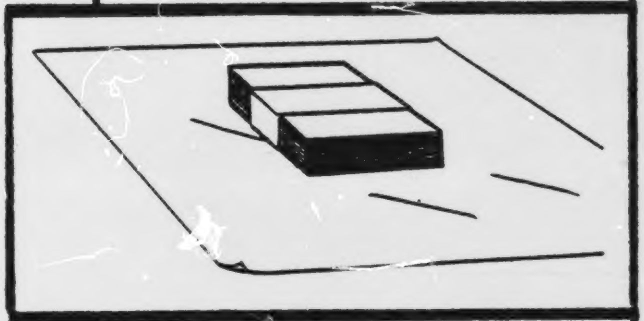
SEAM - WHERE THE ENDS OF THE PAPER COME TOGETHER.

JOB STEPS

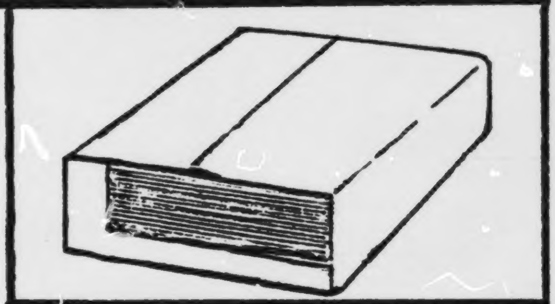
READ: LOOK:

3. ASK YOUR INSTRUCTOR TO HELP YOU MEASURE HOW MUCH PAPER TO USE.

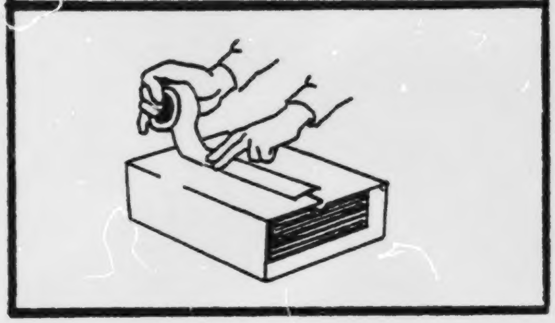
4. PUT THE JOB IN THE CENTER OF THE PAPER, PRINTING DOWN.



5. PULL THE SIDES UP TIGHT.



6. TAPE THE SEAM WITH KRAFT PAPER TAPE.



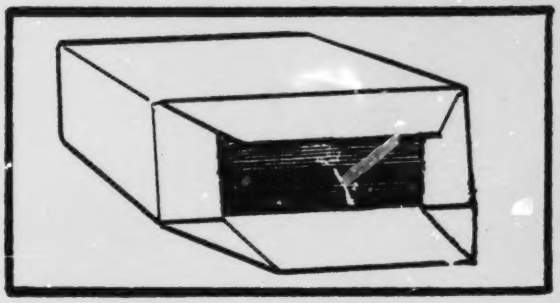
"TURN THE PAGE"

JOB STEPS

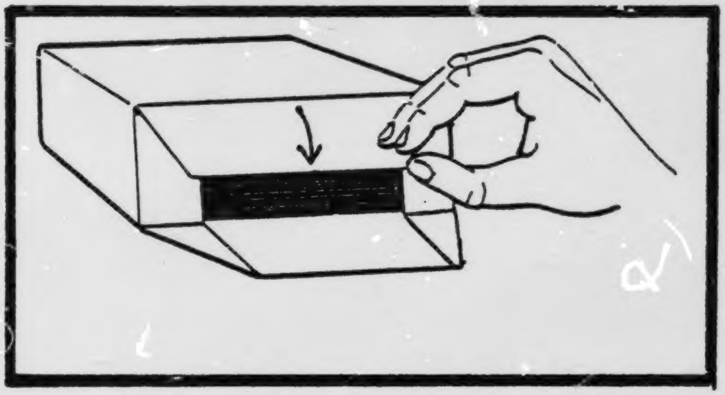
READ: LOOK:

CHECK: ASK YOUR INSTRUCTOR TO CHECK HOW YOU HAVE TAPED THE SEAM.

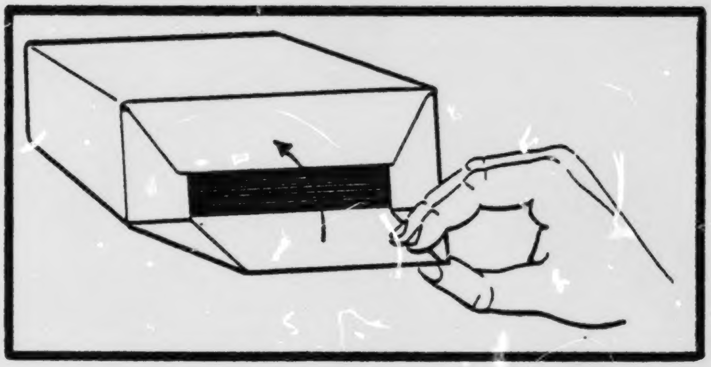
7. TUCK IN THE SIDES TIGHT ON ONE END. →



8. FOLD THE TOP FLAP DOWN TIGHT. →



9. FOLD THE BOTTOM FLAP UP TIGHT. →



"TURN THE PAGE"

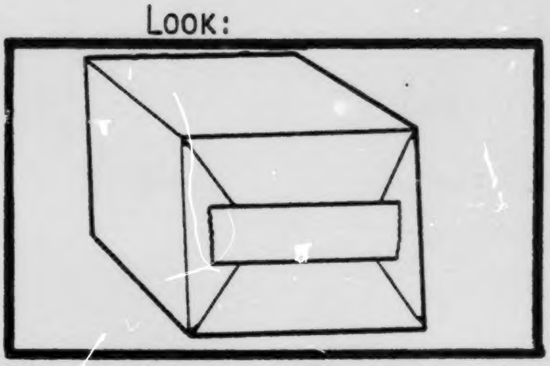
WORD GUIDE

CREASE- TO FOLD.

JOB STEPS

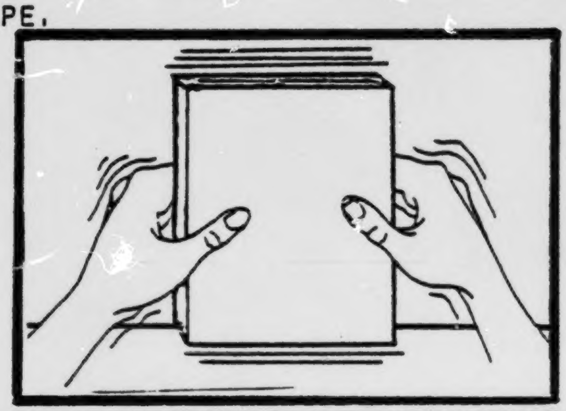
READ: LOOK:

10. TAPE THE END CLOSED, BUT DON'T USE TOO MUCH TAPE.

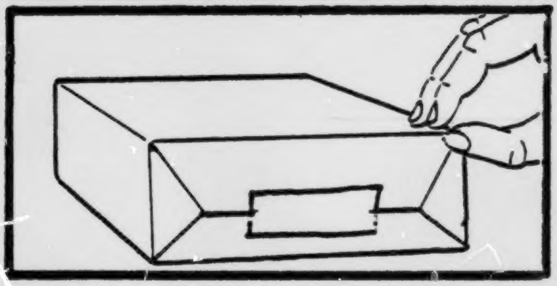


CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT YOUR FOLDS ARE TIGHT AND CLOSED WITH TAPE.

11. BUMP THE CLOSED END OF THE PACKAGE ON THE TABLE. THEN, DO JOB STEPS 8-10 TO CLOSE THE PACKAGE.



12. RUN YOUR FINGERS ALONG EACH SIDE OF THE PACKAGE, CREASE THE EDGES. FOR A NEAT PACKAGE.



CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR PACKAGE:

1. FOR NEATNESS AND TIGHT SEAMS.
2. TO SEE IF YOU MUST WRAP THE PACKAGE AGAIN.
3. TO SEE IF YOU ARE READY TO FO ON TO THE NEXT STEP.

"TURN THE PAGE"

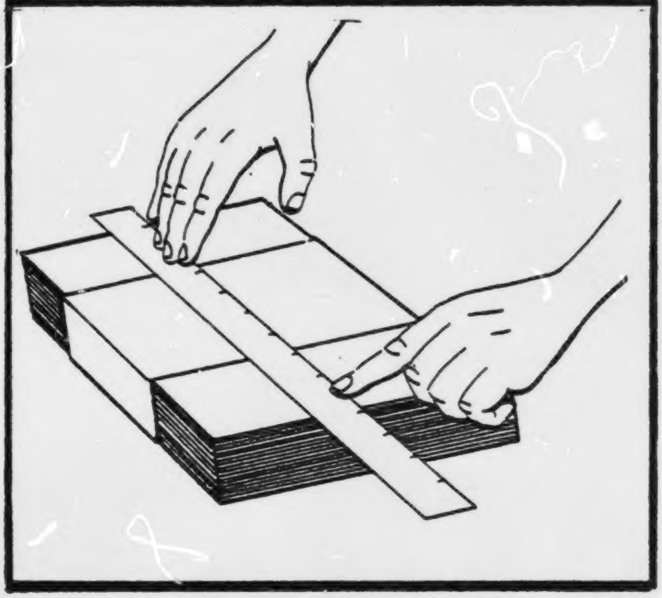
JOB STEPS

READ:

LOOK"

13. GET A LARGE JOB TO WRAP (A LARGE BOX OR 6 REAMS OF PAPER).

14. MEASURE THE PACKAGE (SEE JOB STEPS 2). WRITE DOWN THE MEASUREMENTS.



15. ADD 1" TO THE LARGER NUMBER.

16. CUT OR TEAR THE RIGHT LENGTH OF PAPER.

CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT YOU HAVE CUT OR TORN THE RIGHT LENGTH OF PAPER.

"TURN THE PAGE"

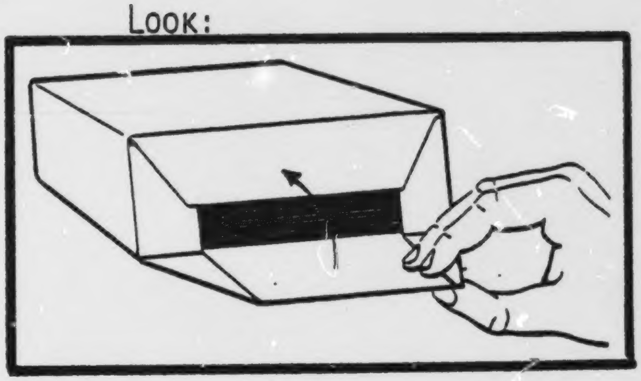
JOB STEPS

READ:

LOOK:

17. WRAP THIS JOB: REPEAT JOB STEPS 4-12.

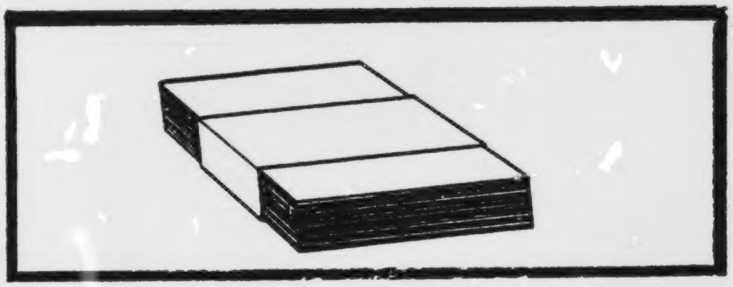
→



CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT YOUR WRAPPED PACKAGE IS NEAT AND TIGHT. SHOW YOUR PACKAGE TO YOUR INSTRUCTOR TO SEE IF YOU ARE READY TO GO ON TO THE NEXT JOB STEP.

18. GET A SMALL JOB TO WRAP (BUSINESS CARDS).

→



19. MEASURE THE PACKAGE. DECIDE HOW MUCH PAPER TO TEAR OFF OR CUT.

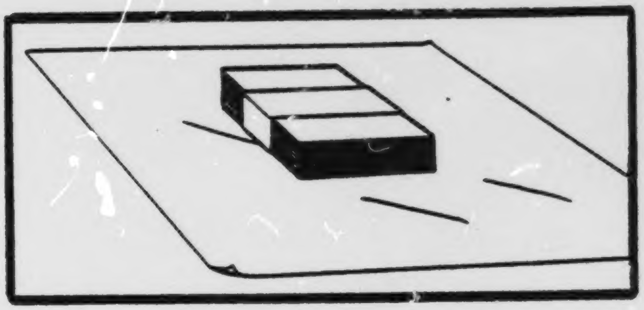
20. CUT OR TEAR THE PAPER TO THE RIGHT SIZE.

"TURN THE PAGE"

JOB STEPS

READ: LOOK:

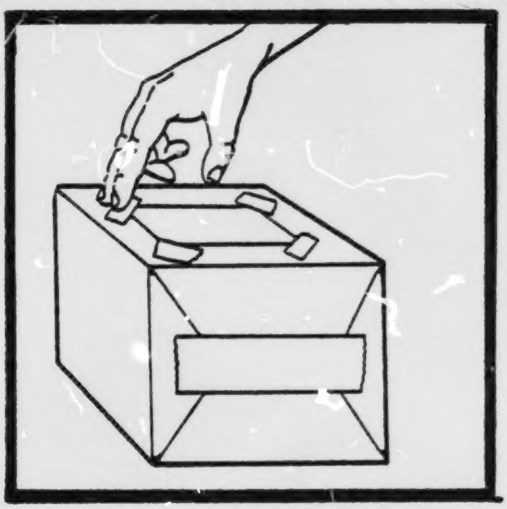
21. WRAP THE SMALL JOB: REPEAT JOB STEPS 2-15. →



CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT YOU HAVE:

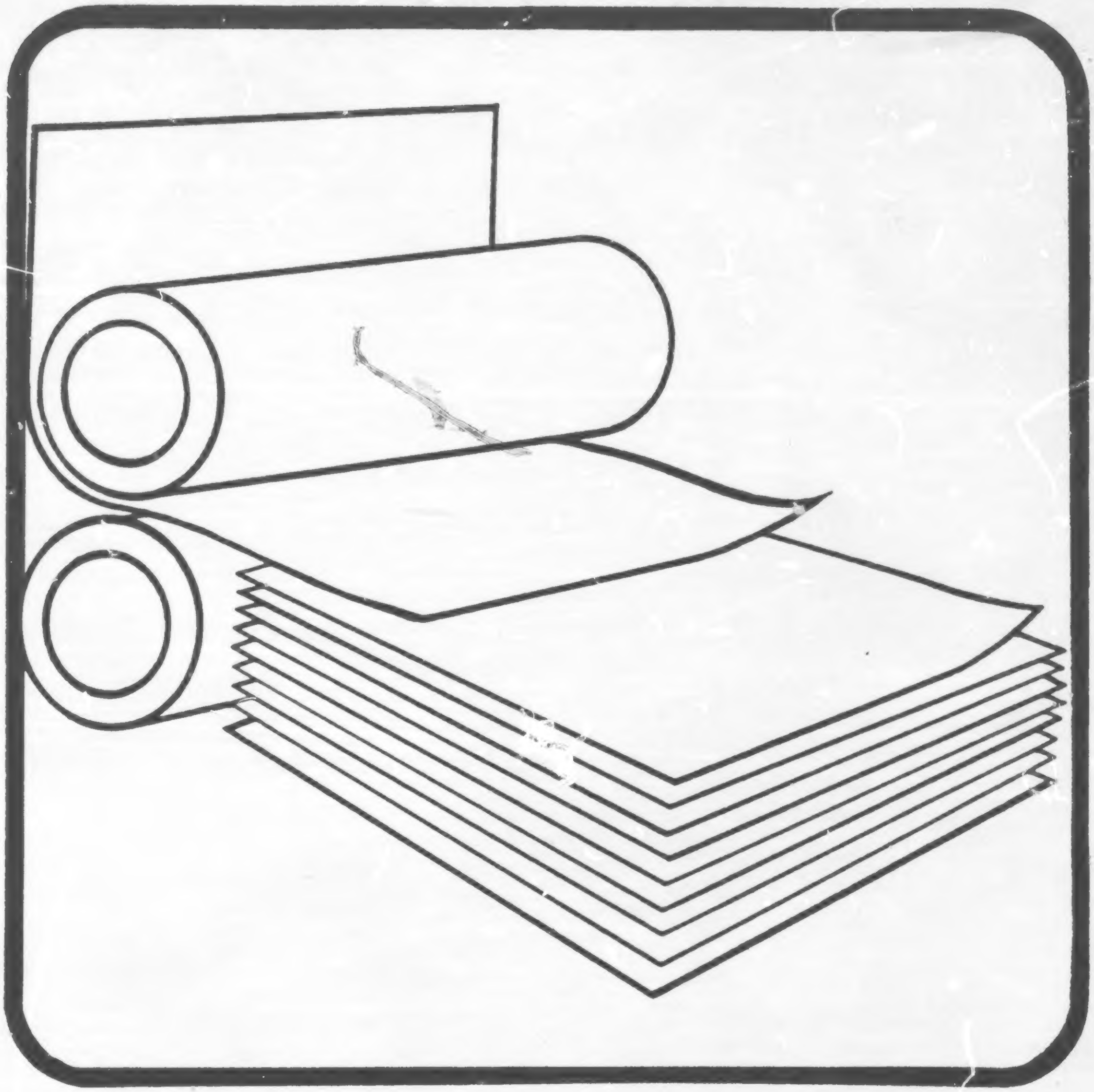
1. USED THE RIGHT SIZE PAPER.
2. WRAPPED THE PACKAGE SO IT IS NEAT AND TIGHT.

22. TAPE ONE COPY OF YOUR PRINTED JOB ON THE OUTSIDE OF EACH PACKAGE. →



23. SHOW YOUR COMPLETED PACKAGES TO YOUR INSTRUCTOR.

24. CLEAN UP YOUR WORK AREA AND PUT AWAY ALL TOOLS. →



graphics

unit: FINISHING AND BINDERY

capital area career center

module: 1401 14 023 1 date: JULY 1977 level:

skill title: FOLDER: USING A SMALL TABLE MODEL FOLDER

developed & written by: DEBORAH J. WHITE

visuals by: CHUCK KNOCK

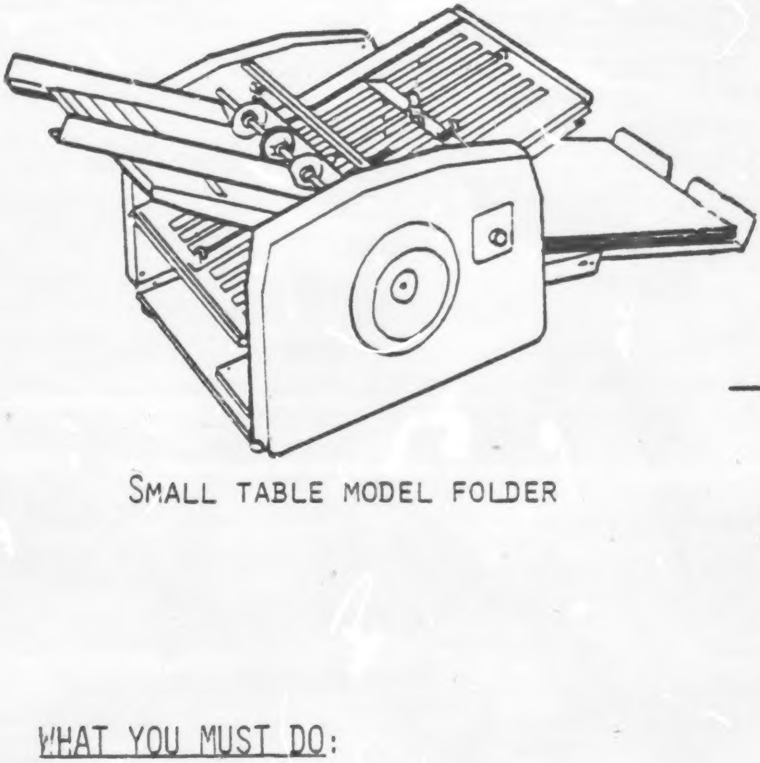
PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

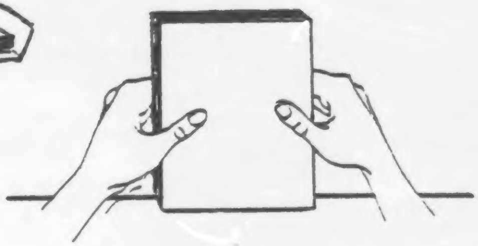
HOW TO SET UP THE TABLE MODEL FOR 3 KINDS OF FOLDS:

1. SINGLE FOLD
2. FRENCH FOLD
3. LETTER FOLD

WHAT YOU WILL NEED:



SMALL TABLE MODEL FOLDER



SCRAP PAPER
(8 1/2 x 11", 20#)

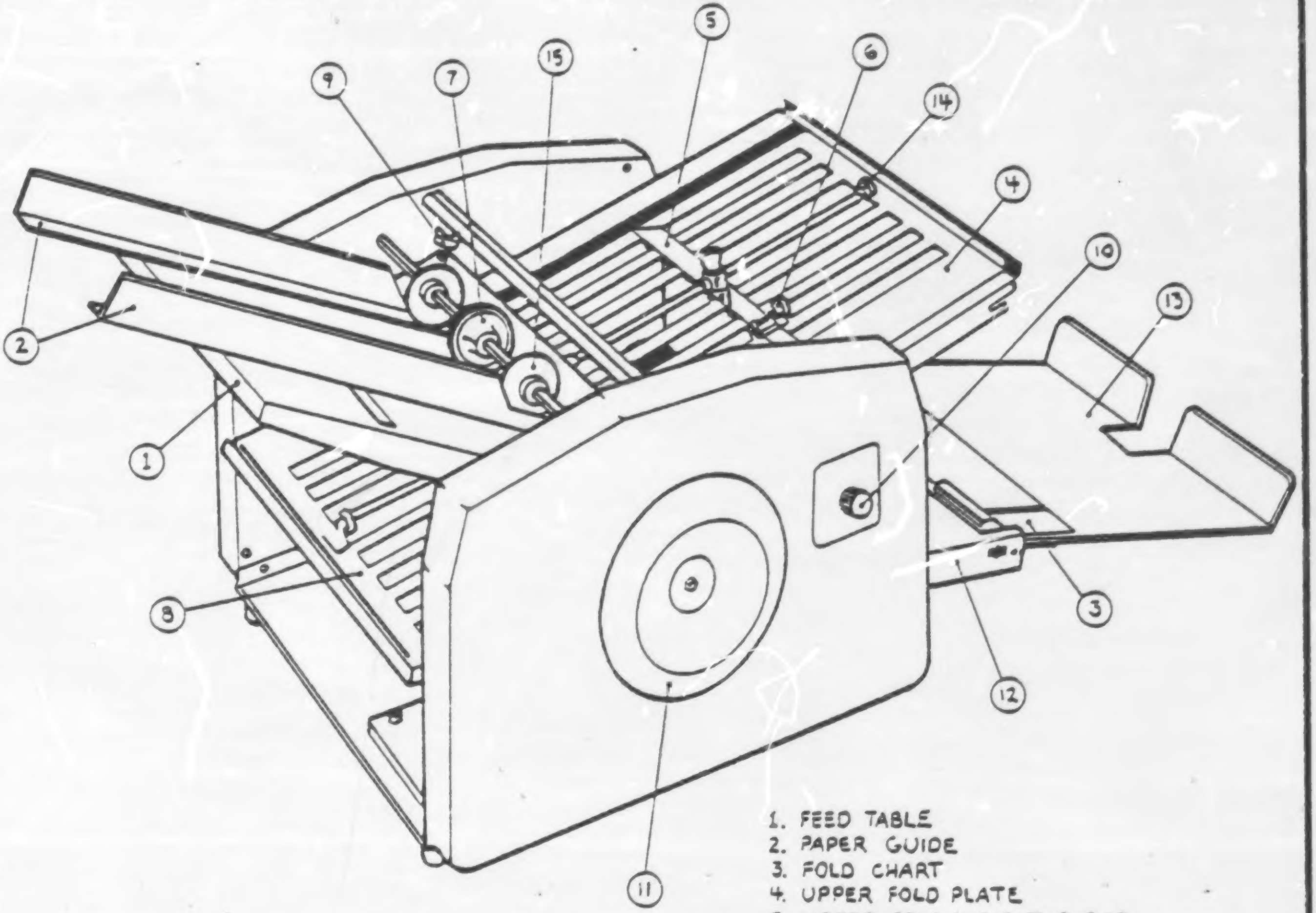
WHAT YOU MUST DO:

1. READ THE MODULE.
2. GET YOUR EQUIPMENT.
3. DO THE JOB STEPS FOR MAKING 3 KINDS OF FOLDS ON THE TABLE MODEL FOLDER.

"TURN THE PAGE"

JOB STEPS

1. Learn the parts of the Martin Yale Folder in this picture.



1. FEED TABLE
2. PAPER GUIDE
3. FOLD CHART
4. UPPER FOLD PLATE
5. UPPER FOLD INDICATOR BAR
6. ANGULAR BAR CONTROL
7. FEED ROLLER
8. LOWER FOLD PLATE
9. ROLLER TENSION ADJUSTER
10. ON-OFF SWITCH & SPEED CONTROL
11. HAND FEED KNOB
12. EXIT TABLE
13. RECEIVING TRAY
14. MICRO ADJUSTMENT for 1st FOLD
15. PAPER GUIDE ROLLER

CHECK: Ask an advanced student to check to see if you know all of the parts.

"Turn the page"

JOB STEPS

Read: Look:

2. Watch advanced students run the table model folder for one hour. Ask questions if you don't understand any step. →

3. Ask your instructor to show you the directions on using the folder. →

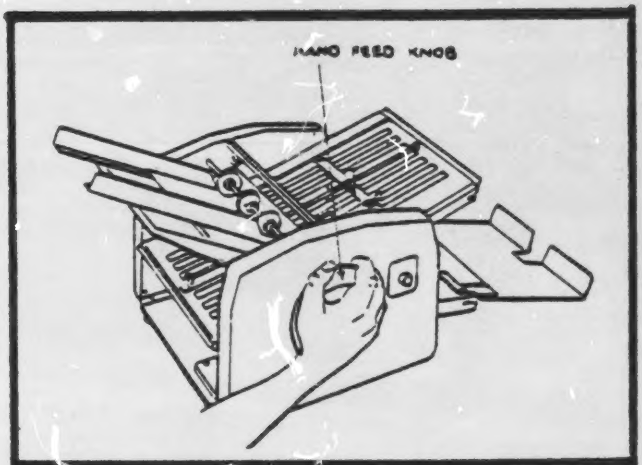
CHECK: After you have seen the directions, ask your instructor to ask you questions on the directions and from what you watched in step 2.

"Turn the page"

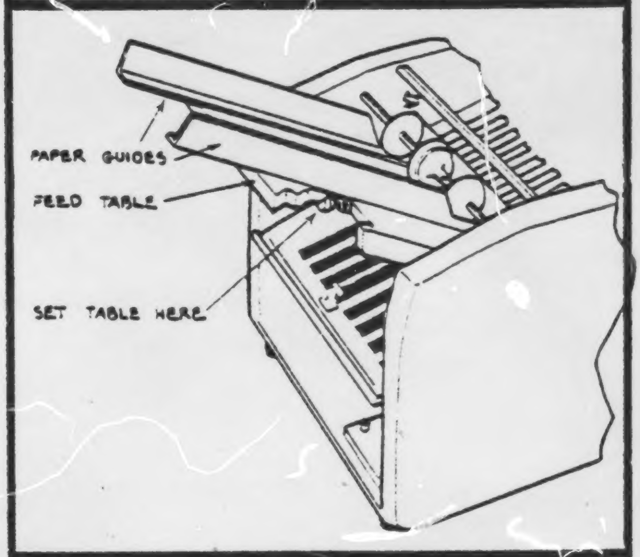
JOB STEPS

READ: LOOK:

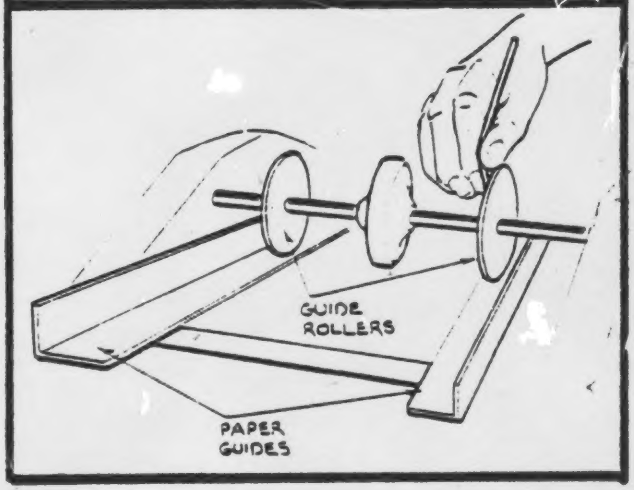
4. SINGLE FOLD: TURN THE FEED BY HAND, BE SURE THE MACHINE IS EMPTY BEFORE YOU BEGIN. →



5. SET THE FEED TABLE AND PAPER GUIDES FOR 8 1/2 x 11" PAPER, CENTERED ON THE FOLDER. →



6. PUT THE GUIDE ROLLERS 2" OR 3" IN FROM THE PAPER GUIDES. →

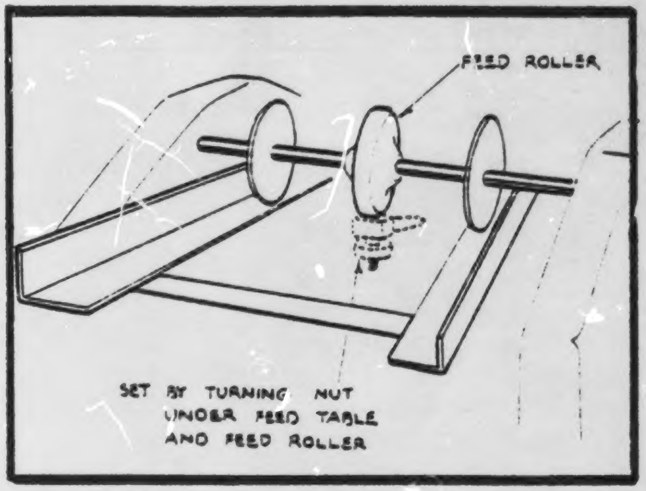


"TURN THE PAGE"

JOB STEPS

READ: LOOK:

7. SET THE SEPARATOR FOR THIS PAPER THICKNESS. →



8. CHECK WITH YOUR INSTRUCTOR TO SEE IF YOU NEED TO CLEAN THE FEED ROLLER WITH "FEDRON" RUBBER CLEANER. YOU MAY NEED TO MAKE THE THE FEED ROLLER ROUGH. ASK YOUR INSTRUCTOR IF YOU SHOULD DO THIS WITH AN ERASER OR EMERY PAPER. →

CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT YOU HAVE:

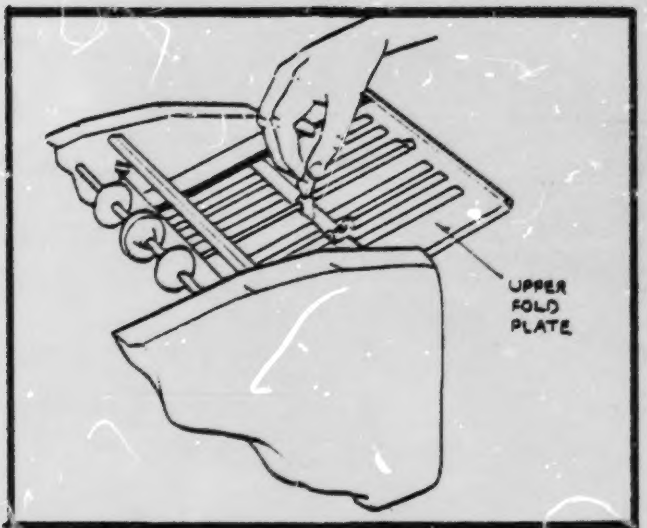
1. MADE SURE THE MACHINE IS EMPTY.
2. SET THE FEED TABLE AND GUIDES FOR 8 1/2 x 11" PAPER.
3. PUT THE GUIDE ROLLERS 2 OR 3 CM FROM THE PAPER GUIDES.
4. SET THE SEPARATOR FOR PAPER THICKNESS.

"TURN THE PAGE"

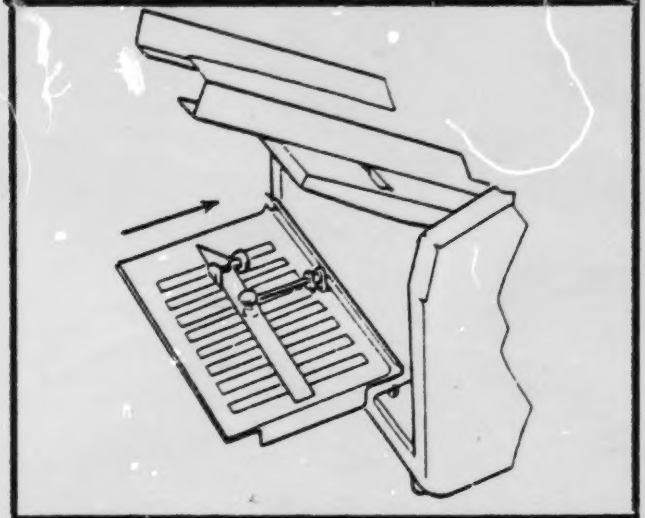
JOB STEPS

READ: LOOK:

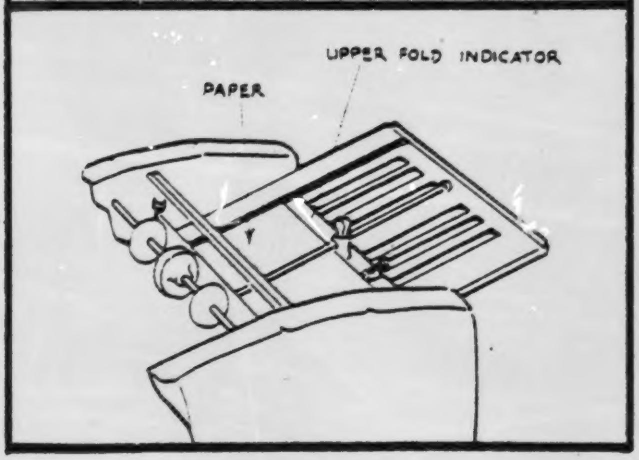
9. LOOK AT THE FOLDING CHART. SET THE UPPER PLATE FOR 5 1/2".



1[illegible]. CHECK THE LOWER PLATE TO BE SURE THAT THE DEFLECTOR EDGE IS IN THE FORWARD POSITION (IN).



11. PUT ONE SHEET IN THE FEEDER. TURN THE HAND FEED KNOB SLOWLY. JUST BEFORE THE SHEET REACHES THE FOLD INDICATOR BAR (#5), CHECK TO TO SEE IF THE EDGE OF THE SHEET SQUARELY TOUCHES IT. ADJUST THE ANGULAR BAR CONTROL, IF YOU NEED TO.

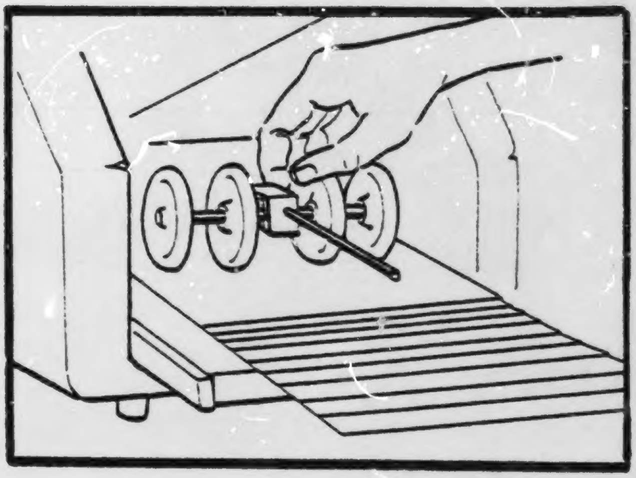


"TURN THE PAGE"

JOB STEPS

READ: LOOK:

12. KEEP TURNING THE FEED KNOB. SET THE STACKING WHEELS 2 OR 3 CM BEYOND THE FOLDER PAPER AS IT LEAVES THE LAST RUBBER GUIDE ROLLERS. →



CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT:

1. THE CUTTERS DO NOT LEAVE MARKS ON THE PRESS.
2. THE EDGE OF THE SHEET SQUARELY TOUCHES THE FOLD INDICATOR BAR.
3. THE STACKING WHEELS ARE 2 OR 3 CM BEYOND THE FOLDED PAPER AS IT LEAVES THE LAST RUBBER GUIDE ROLLER.

13. PUT 100 SHEET IN THE FEEDER. THEN, FOLD THESE. DO NOT GO FASTER THAN #2 ON THE SPEED CONTROL. →

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

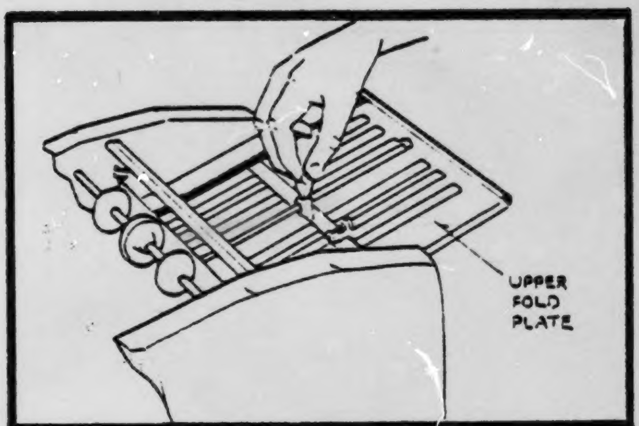
WORD GUIDE

FRENCH FOLD - FOLDING A SHEET INTO 4 SECTIONS.

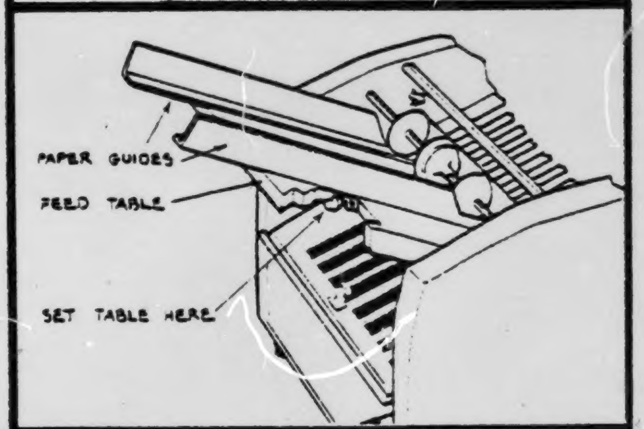
JOB STEPS

READ: LOOK:

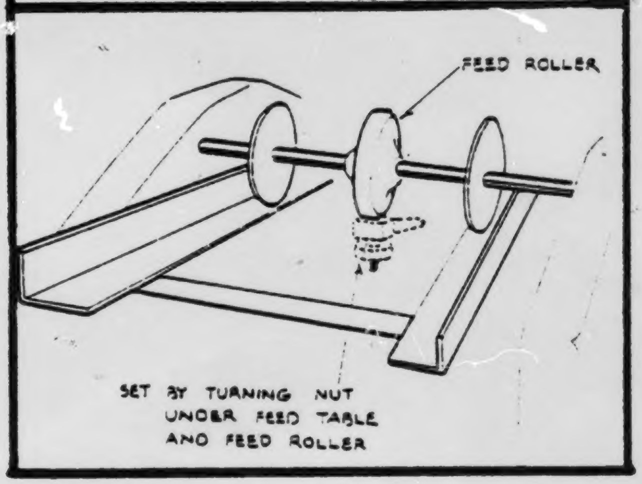
14. NOW DO THE FRENCH FOLD: SET THE UPPER PLATE FOR HALF OF 8 1/2", SET IT ON 4 1/2".



15. SET THE FEEDER FOR THREE SHEETS.



16. SET THE SEPARATOR AND DELIVERY.



"TURN THE PAGE"

WORD GUIDE

LETTER FOLD - Folding a letter into 3 parts for a business letter.

ENGAGE - Get part ready to work.

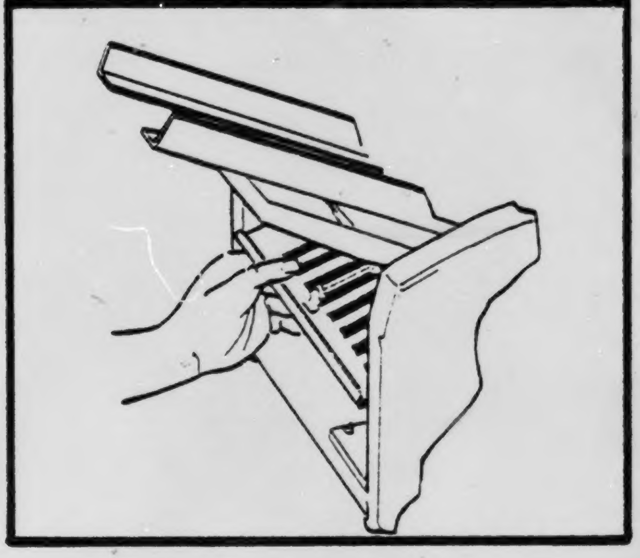
JOB STEPS

Read: Look:

Check: Ask your instructor to check that the machine is set for a French fold.

17. Fold the 100 sheets from job step 13 again. Set speed control at #2. This is called a French fold.

18. Now do the letter fold: engage the lower fold plate. Look at the settings on the folding chart for a 8 1/2" x 11" letter fold.



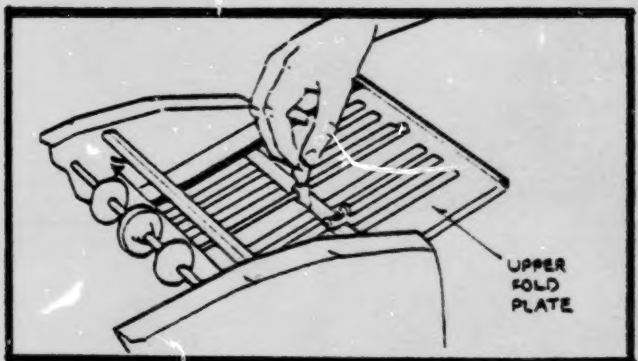
"Turn the page"

JOB STEPS

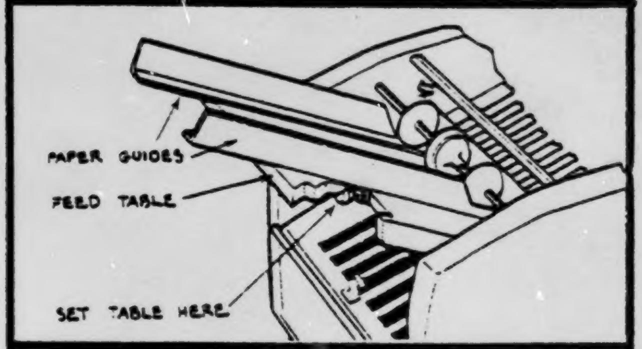
READ:

LOOK:

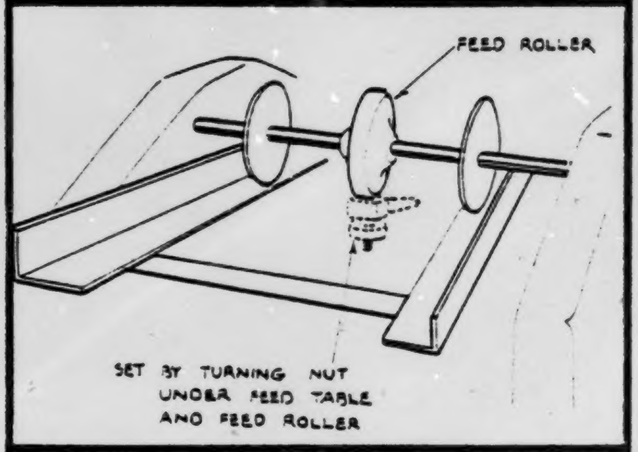
19. SET THE 2 PLATES. →



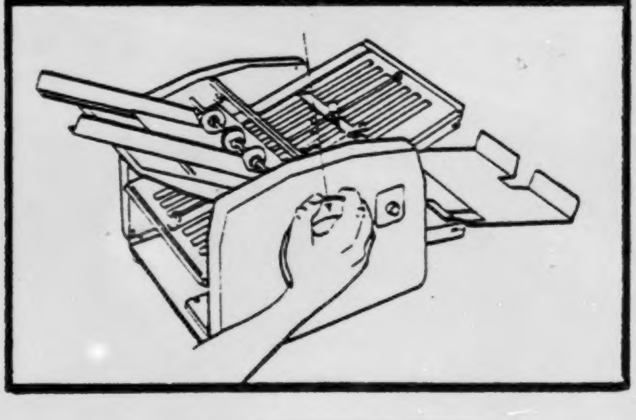
20. SET THE FEEDER. →



21. SET THE SEPARATOR AND DELIVERY FOR 8 1/2" x 11" PAPER. →



22. RUN A SHEET THROUGH THE FOLDER BY HAND. MAKE ADJUSTMENT, IF YOU NEED TO. →



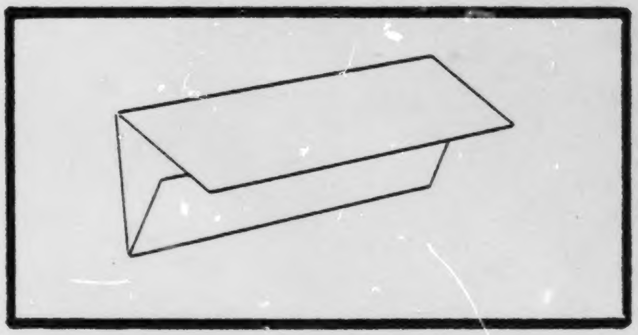
"TURN THE PAGE"

JOB STEPS

READ: LOOK:

CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT THE MACHINE IS SET FOR THE LETTER FOLD.

23. RUN 3 SHEETS THROUGH THE FOLDER. CHECK ONLY THE SECOND SHEET. THE LAST FOLD MUST BE A LITTLE LARGER THAN THE FIRST FOLD; THIS MAKES THE LETTER FOLD EASILY AND FIT INTO AN ENEVELOPE. →



CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK AGAIN.

24. RUN 100 SHEETS IN THE LETTER FOLD. DO NOT GO OVER #2 ON THE SPEED CONTROL. →

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

JOB STEPS

READ:

LOOK:

25. REPEAT THIS MODULE AS MANY TIMES AS YOU NEED TO. YOU MUST TAKE THE SETTINGS QUICKLY AND EASILY. →

CHECK: ASK YOUR INSTRUCTOR HOW MUCH PRACTICE YOU WILL NEED UNTIL YOU CAN SET UP THE FOLDER AND MAKE ALL ADJUSTMENTS BY YOURSELF.

26. WHEN YOU CAN WORK THE TABLE MODEL FOLDER BY YOURSELF, ASK YOUR INSTRUCTOR TO WATCH YOU AS YOU MAKE THE 3 KINDS OF FOLDS: →

1. SINGLE FOLD.
2. FRENCH FOLD (USE THE SAME PAPERS THAT YOU SINGLE-FOLDED).
3. DOUBLE FOLD (BUSINESS LETTER).

27. CLEAN UP YOUR WORK AREA. LEAVE THE FOLDER SET UP FOR LETTER FOLDS.

CHECK: ASK YOUR INSTRUCTOR TO CHECK THE FOLDER AND WORK AREA.